MURRAY CITY CORPORATION
COMMUNITY & ECONOMIC DEVELOPMENT

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Applying for a Site Plan Review

A permitted use is any specific land use that is allowed within a zoning district subject to the restrictions applicable to that zone.

OVERVIEW

A site plan is an illustration from a "birds-eye view" of a development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including, vegetation, drainage, flood plain, wetlands and waterways: landscaping and open space: walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; buffers, and screening devices; surrounding development; and any other information that reasonably may be acquired in order that an informed decision can be made by the City.

The site plan review process is designed to ensure that any proposed development or land use will comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan.

Submittal Deadline:
Application for a site plan review must be submitted to the Murray City Community & Economic Development Department, 4646 South 500 West by 10:00 a.m. Planning staff will issue a decision approximately 3 weeks later. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

☐ **Take Note**. If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Mary Ann Kirk at (801) 264-2638 for additional information.

Meeting Dates:

Who?	Planning Review Meeting
When?	Monday following the deadline at 1:00 p.m. (Subject to change based on Holidays)
Where?	Murray City Public Services Building, 4646 South 500 West

Application Fee (non-refundable):

- ☐ Site plan review fee: $200.00

Application Process:

Step 1. Contact the Community & Economic Development Department. Meet informally with a member of the Community & Economic Development Department staff to discuss your proposal and review the issues, procedures, fees, and dates of meetings associated with the application.

Step 2. Submit Application: For all site plan review applications please submit the following information:

- ☐ Completed site plan review application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- ☐ Payment of application fee.
- ☐ Three (3) copies of a legible site plan proposal. The site plan should include the following information:
  - ☐ Include the project name and exact street address.
  - ☐ Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
  - ☐ Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
- ☐ Three (3) copies of floor plans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
- ☐ Three (3) copies of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Indicate the scale (i.e. 1/8"-1', 1/4"=1', etc.) used on the elevation.
- ☐ Three (3) copies of a preliminary landscape plan. These must include:
  - ☐ Areas to be planted in lawn;
  - ☐ Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
  - ☐ Areas to be planted in shrubs;

- ☐ Areas to be planted as flower beds or with living ground covers;
- ☐ Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
- ☐ Ten (10) feet of landscaping is required along all forntage areas not occupied by drive access.

☐ The applicant may be required to provide such reports and studies which will provide information relating to adequate utilities, traffic impacts, school impacts, soil and water target studies, engineering reports, financing availability, market considerations, neighborhood support and any other information which may be needed in order to render a proper decision.

☐ Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans. *All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

Step 3. Attend the Planning Review Meeting. The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the planning staff to make a decision.

Step 4. Planning Staff Decision. Approximately 3 weeks after the application is submitted planning staff will issue a decision to approve, approve with conditions or deny the site plan. Please be advised that this decision does not grant permission to proceed without full review, appropriate approvals, and compliance with all city codes.

Appeal of Planning Staff Decision:
Anyone aggrieved with a decision of the Planning Staff may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an affected resident, or even the City itself. Appeals must be in writing and received by the Community & Economic Development Department within thirty (30) days of a decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

SITE PLAN APPLICATION

Type of Application (check all that apply):
- ☐ **New Construction**
- ☐ **Addition**
- ☐ **Remodel**

Subject Property Address:_____

Parcel Identification (Sidwell) Number:_____

Parcel Area:_____ Current Use:_____

Floor Area:_____ Zoning Classification:_____

Applicant Name:_____

Mailing Address:_____

City, State, ZIP:_____

Daytime Phone #:_____ Fax #:_____

Business Name (If applicable):_____

Property Owner's Name (If different):_____

Property Owner's Mailing Address:_____

City, State, Zip:_____

Daytime Phone #:_____Fax #:_____

Describe your request in detail (use additional page if necessary):_____

_____

_____

_____

Authorized Signature:_____ Date:_____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

_____ _____

Owner's Signature Owner's Signature (co-owner if any)

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____

Notary Public
Residing in _____
My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at

_____, in Murray City, Utah, do hereby appoint

_____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

_____ to appear on my (our) behalf before any City board or commission considering this application.

_____ _____

Owner's Signature Owner's Signature (co-owner if any)

On the _____day of _____, 20 _____, personally appeared before me

_____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

_____

Notary public
Residing in _____
My commission expires: _____