MURRAY CITY CORPORATION
COMMUNITY & ECONOMIC DEVELOPMENT

Daniel C. Snarr, Mayor
Tim Tingey, Director
801-270-2420 FAX 801-270-2414

Applying for a Transit Oriented Development

The purpose of the Transit Oriented Development (TOD) is to encourage high quality development, revitalize the area around the transit station, improve urban design, encourage a mix of land uses, encourage a safe and attractive environment for pedestrian mobility, provide open space amenities, and coordinate urban design and streetscape elements to create a distinct visual quality for the area.

Overview:
Attention to detail in the design of a TOD project will be critical to your success in receiving City approval. Emphasis will be placed on the streetscape, building design, quality materials, the pedestrian environment, landscaping and special treatments as defined in the design guidelines. A new environment for this area is planned. Take special care to review the ordinance and design guidelines carefully as you begin the design process for your project.

Submittal Deadline:
Application for a TOD development must be submitted to the Murray City Community & Economic Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling before the planning commission.

☐ **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 & Zoning Commission
When?	1st & 3rd Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

Application Fee (non-refundable):

☐ TOD Development Permit: $200.00

Application Requirements:

Step 1: Initial Contact. Meet with a Murray City staff planner to discuss development or land use proposals and to become informed about the development process and design guidelines.

Step 2: Pre-Application Conference: Call the Community Development office at (801) 270-2420 and schedule a pre-application conference with a staff planner. Bring to the conference your architect and/or design professional(s). Information will be given so the professional(s) can begin work in compliance with the ordinance and design guidelines.

Step 3. Contact Salt Lake County Flood Control. If your proposed development is in the vicinity of Big Cottonwood Creek, contact County Flood Control to make sure your development will be in compliance with their regulations.

Step 4. Contact State Department of Natural Resources, Division of Water Rights. If your proposed development is in proximity to Big Cottonwood Creek, contact the Division of Water Rights to determine compliance with State regulations.

Step 5. Submit TOD Application Form: For all transit oriented development applications please submit the following information:

- ☐ Completed Transit Oriented Development 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.
- ☐ Indicate how the application complies with the design guidelines.
- ☐ 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.
  - ☐ Vicinity map.
  - ☐ 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, loading and service areas; landscape areas, sidewalks, retaining walls, fences, street furniture, exterior lighting (provide lighting fixture elevations), interior pedestrian walkways, dumpster locations, etc.
  - ☐ Utilities plan, sign plan;
  - ☐ Location of existing property features such as streets, canals, ditches,

waterways, hillsides, wetlands, flood plain, etc.

- ☐ Detail the streetscape design for streets indicating landscaping, street lighting fixtures, paving, street furniture, etc.
- ☐ Detail off-street parking areas. Break up parking lots into smaller areas to eliminate large expanses of hard surfacing. Show landscape areas within parking areas. Show parking structures and elevations required.

☐ 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 and colors (material pallet board is encouraged) which will be used for all structures. Show canopy extensions over the sidewalk with proposed sign locations for commercial uses. 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.).

☐ Preliminary grading and drainage plans with two (2) foot contours.

☐ Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.

Note: Applications which do not comply with the ordinance and design guidelines will not be placed on the planning commission agenda as determined by the planning staff.

Step 6: Contact The Redevelopment Agency of Murray City: The transit oriented development district is also located within the bounds of the Fireclay Redevelopment Project Area. All development in this area requires approval from the agency. Contact Keith Snarr at (801) 270-2418 for additional information.

Step 7. 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 Commission to make a decision.

Step 8. Attend Planning Commission Meeting. The applicant will be sent a copy of the

planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. An application may be "tabled" or "continued" if the Planning Commission needs additional information or time to consider the application.

Appeal of Planning Commission Decision:
Anyone aggrieved with a decision of the Planning Commission may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an effected resident, or even the City itself. Appeals must be in writing and received by the Community Development Department within thirty (30) days of the Commission's 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.

TRANSIT ORIENTED DEVELOPMENT (TOD) APPLICATION

Type of Application (check all that apply):

- ☐ **New Construction**
- ☐ **Addition**
- ☐ **Remodel**
- ☐ **Conditional Use**
- ☐ **Appeal**

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: _____