



## Application for Design Review

### Overview:

Design Review is required for new and redevelopment of property in multiple mixed use zoning districts. Design Review applications are reviewed by the Planning Commission and staff to determine compliance with city code and that the proposals are harmonious with the following purpose statements:

### Murray City Center District (MCCD)

The Murray City Center District (MCCD) is envisioned as the commercial, civic and cultural center for the community and is a mixed-use district intended to enhance physical, social and economic connections by redeveloping "Downtown" Murray City resulting in a richer, more vibrant cultural environment. This District encourages pedestrian oriented design, promoting development opportunities and increasing residential and commercial densities. The anticipated development model promotes sustainable, compact, mixed-use, transit-oriented uses with neighborhood oriented commercial, restaurant, civic, cultural, and residential spaces to promote street life and activity by regulating building orientation and design.

### Murray Central Mixed Use (MCMU)

The purpose of a mixed-use district is to encourage pedestrian oriented design, promote development, and protect the public health, safety, and welfare. The Murray Central Mixed-Use district is intended to encourage compact, carefully planned mixed use development in the vicinity of the Murray Central Station, including neighborhood oriented commercial and restaurant space to provide increased opportunities for pedestrian activity. The MCMU district is facilitated by site and community design standards that:

- A. Encourage high quality, compact development, and increase the number of residents and workers within walking distance of transit opportunities.
- B. Encourage a mix of high quality residential, office, commercial, live-work, open space, entertainment, recreation, public and institutional land uses.
- C. Revitalize areas proximate to transit stations.
- D. Improve the urban design in the area.
- E. Encourage active community life within a framework of attractive and welcoming buildings and usable open spaces.
- F. Coordinate the urban design and streetscape elements in order to create a distinct visual quality for the area.
- G. Manage parking and access in a manner that enhances pedestrian safety, pedestrian mobility, and quality urban design.
- H. Encourage structured parking, new roads, and public open spaces to enhance the design and function of the built environment.
- I. Encourage a safe, attractive, and comfortable environment for the pedestrian and bicyclist by providing public open spaces, public pedestrian walkways, wide sidewalks, bike lanes, street furniture, pedestrian scale lighting, street trees and other appropriate amenities.
- J. Encourage conservation of resources and optimal use of public infrastructure toward a sustainable community.
- K. Require property owners, developers, architects, and contractors to use a mix of high quality, durable, low maintenance building materials for projects in this zoning district.

## **MCCD Review Committee**

Prior to being reviewed by the Planning Commission any projects that are located within the Murray City Center District (MCCD) must be reviewed and receive a recommendation from the MCCD Review Committee. This committee meets on the last Thursday of every month. They will review the project against the adopted Design Guidelines that apply to the MCCD Zone.

## **MCCD Minor Alterations**

Administrative staff shall review and approve applications for minor alterations, signs, awnings, and lighting. A design review application, when determined to involve signs, awnings, lighting, or minor alterations may be reviewed and approved by administrative staff. A design review application for minor alterations must be approved or denied within thirty (30) days from receipt of a complete application. Minor alterations denied by the administrative staff may be appealed to the appeal authority.

## **Application Submittal:**

Applications for a design review may be submitted to the Murray City Community & Economic Development Department, located at 10 East 4800 South Suite 260. Planning staff will review the application and obtain payment after the application has been deemed complete. Planning staff has up to fifteen (15) business days to determine if the application is complete. Applicants will be notified in writing of an incomplete application with information required to correct any deficiencies. This may delay processing of the application and, if required, 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 Lori Edmunds at (801) 264-2620 for additional information.

## **Application Fee (non-refundable):**

- Design Review fee: \$ 500.00
- MCCD Minor Review: \$ 50.00

## **Application Process:**

**Step 1. Contact the Planning Division:** Meet informally with a member of the planning staff to discuss your proposal and review the issues, procedures and fees associated with the application.

**Step 2. Submit Application:** For all design review applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each 'plan' submitted, include at least one (1) 11x17 copy (or larger if requested by staff) and a digital PDF.

### Required for all applications:

- \_\_\_\_ 1. Completed design review application form.
- \_\_\_\_ 2. Property Owner's Affidavit (i.e. a written statement made before a notary).
- \_\_\_\_ 3. If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form.
- \_\_\_\_ 4. Payment of application fee.
- \_\_\_\_ 5. Site Plan. The site plan should include the following information:
  - \_\_\_\_ a. Include the project name and exact street address.

- b. Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing.
  - c. Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
  - d. 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.
  - e. Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
  - f. Table indicating the number of parking stalls as it relates to the required number of stalls.
- 6. Floorplans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
  - a. Table indicating the number of units and number of bedrooms.
  - b. Table indicating the square footage of any commercial space.
- 7. Grading and Drainage Plan. A preliminary grading and drainage plan is required showing the road and lot layout; topography at two-foot contour intervals; north arrow; subdivision name; areas of substantial earth moving with erosion control plan; location of existing water courses, canals, ditches, springs, culverts, and storm drains; location of any 100-year flood plain designated by FEMA; show water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities; existing wetlands;
- 8. Utility Plan. A preliminary utility plan may be required showing the road and lot layout; north arrow; subdivision name; show all existing and proposed utilities including sewer, water, fire hydrants, storm drains; subsurface drains, gas lines, power lines (existing only); street lights, location and dimensions of all utility easements;
- 9. 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.
- 10. Preliminary Landscape Plan. This must include:
  - a. Areas to be planted in lawn;
  - b. Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
  - c. Areas to be planted in shrubs;
  - d. Areas to be planted as flower beds or with living ground covers;
  - e. Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
- 11. Amenities Plan:
  - a. Describe each amenity including an exhibit, and provide examples of materials to be used.
- 12. Street Improvements Plan:
  - a. Indicate proposed street improvements, including landscaping.
  - b. Details on street furniture (benches, street lighting, trash receptacles).
  - c. Curb management plan as required in Section 17.146.120
- 13. Renderings. Provide illustrative renderings showing major points of the proposed project.
- 14. Photometric Plan. Provide a photometric plan and indicate where proposed lighting will be located.

15. Signage Plan. Provide details on location and number of signs for the proposed project. This is for illustrative review only. A separate permit is required before installation of any signage.

**Additional Information:**

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.

**\*All plans submitted with the application will not be returned to the applicant and are the property of Murray City.\***

**Step 3. Murray City Department Review:** The application is routed to various departments and divisions within Murray City who provide insight or information to the Planning Commission and/or staff to help make an informed decision. If there are unique circumstances that require additional information, a meeting may be requested by the City to be held in person on Tuesday's at 9 am. The applicant will be notified ahead of time if attendance is required.

**Step 4. MCCD Review Committee Action (if applicable):** The applicant will be sent a copy of the review committee agenda and staff recommendation in advance of the meeting date. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must attend the meeting. If there is not representation at the meeting, the committee may move onto the next agenda item. The committee will review the application to verify that the project meets the intent of the MCCD Design Guidelines and the requirements of the MCCD Code. Afterwards the committee will forward a recommendation of approval or denial to the Planning Commission.

**Step 5. 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. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If the applicant or the representative is not present, the Planning Commission may move on to the next agenda item. It is the applicant's responsibility to reschedule another hearing date. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. The Planning Commission will then make a motion to approve or deny the request.

**Appeal of Decision:**

The City, an applicant, or an adversely affected party may appeal a final written decision made by the Planning Commission or staff to the Hearing Officer. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Commission's written 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.

# DESIGN REVIEW APPLICATION

## Project Information

Type of Application(check one):  MCCD Major  MCCD Minor  
 MCMU  CMU / VMU

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area(acres): \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed: \_\_\_\_\_

Floor Area(square feet): \_\_\_\_\_ Master Site Plan Required:  Yes  No

## Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Property Owner's Information (If different)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Describe the request in detail (use additional pages, or attach narrative if necessary):

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Office Use Only**

Project Number: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

### **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.

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Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

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

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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.

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Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

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.

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Notary public

Residing in: \_\_\_\_\_

My commission expires: \_\_\_\_\_