



Application for Master Site Plan

Overview:

New development and redevelopment of properties in all mixed use zones shall be reviewed by the Planning Commission for conformance to the requirements of the Murray City Land Use Ordinance. A Master Site Plan approved by the Planning Commission is required for all Horizontal Mixed Use Developments and mixed-use developments located on a parcel or combination of parcels greater than three (3) acres in the MCCD, MCMU, VMU, and CMU Zones.

Master site plan applications are reviewed by the Planning Commission and staff to determine compliance with city code and the following elements:

Master Site Plan Required:

A. Building Orientation. Commercial and residential buildings in the same project should primarily be oriented to face public and private streets and accesses, and not parking lots. The orientation of commercial buildings in mixed use projects should consider the residential components of the project and facilitate convenient access to them.

B. Central Feature. A prominent, centrally located feature such as a park, plaza, or other gathering place should be provided to unify the residential and commercial uses of the project. This location should include features and amenities to encourage public use and activity, with convenient access from both residential and commercial components of the development.

C. Outdoor Spaces. Buildings should be designed to form outdoor spaces such as courtyards, plazas, and terraces that can integrate the components of the development. Pedestrian walkways linking the components of the development with these outdoor spaces and the public streets should be developed. Potential linkages to existing and future adjacent developments should be considered.

D. Development Agreement. Mixed-use developments that require a Master Site Plan shall be approved in conjunction with a Master Site Plan Agreement between Murray City and the developer. The Master Site Plan Agreement shall govern requirements for the timing of the installation of improvements, performance on construction of critical development components, and shall further memorialize the requirements for development of the several buildings and parcels as contained in the Master Site Plan and other project approvals.

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):

- Master Site Plan fee: \$ 1,000.00

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 master site plan 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. Written Narrative. Provide a written document addressing each of the following requirements that are required in Master Site Plan applications:
 - ___ a. Building Orientation
 - ___ b. Central Feature
 - ___ c. Outdoor Spaces
 - ___ d. Statement acknowledging the requirement of entering into a development agreement. The applicant will need to provide preliminary documentation on the proposed phasing, residential densities, number of parking spaces, and distance to single-family zoning.
- ___ 6. Traffic Impact Study. The study must be prepared by a licensed traffic engineer and analyze the traffic impacts of the proposed development on surrounding public and private transportation facilities.
- ___ 7. Parking Analysis. The applicant must prepare a parking analysis for the proposed mix of uses, demonstrating that the project's parking and circulation needs can be accommodated.
- ___ 8. Will serve letters from all applicable public utilities & facilities including power, water, sanitary sewer, and storm water with the Murray City Public Works Department.
- ___ 9. Will serve letters acknowledging any impacts upon police, fire, schools, and parks services.
- ___ 10. 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.

- ___11. 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.
- ___12. 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;
- ___13. 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;
- ___14. 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.
- ___15. 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.);
- ___16. Amenities Plan:
- ___a. Describe each amenity and provide examples of materials to be used.
- ___17. Street Improvements Plan:
- ___a. Indicate proposed street improvements, including landscaping.
- ___b. Details on street furniture (benches, street lighting, trash receptacles).
- ___c. Curb management plan.
- ___18. Renderings. Provide illustrative renderings showing major points of the proposed project.
- ___19. Photometric Plan. Provide a photometric plan and indicate where proposed lighting will be located.
- ___20. 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. 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.



MASTER SITE PLAN APPLICATION

Project Information

Project Name: _____

Project Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area(acres): _____ Current Use: _____ Proposed: _____

Floor Area(square feet): _____ Zoning District: _____

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):

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.

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_____.

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)

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.

Notary public

Residing in: _____

My commission expires: _____