



Application for a Site Plan Review

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.

Application Submittal:

Applications for a site plan 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):

- Site Plan Review fee: \$200.00

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 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 site plan 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.
- ___ 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.

Required for new buildings and site improvements:

- ___ 1. 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;
- ___ 2. 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;
- ___ 3. 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.
- ___ 4. 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.);
 - ___ f. Ten (10) feet of landscaping is required along all frontage areas not occupied by drive access.

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. Planning Staff Decision: Approximately fifteen (15) business days after the application is sent to be reviewed by Murray City Departments (Step 3) 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.

Step 5. Attend Planning Commission Meeting (if required): 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.

SITE PLAN REVIEW APPLICATION

Type of Application(check one): ☐ New Construction ☐ Remodel
☐ Land Use Change ☐ Addition

Application Information

Project Name: _____

Project Address: _____

Parcel Identification (Sidwell) Number: _____

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

Floor Area(square feet): _____ Zoning District: _____ Land Use Code: _____

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: _____