

# Site Plan Application

Community Development Department  
 90 North Main Street, Tooele, UT 84074  
 (435) 843-2132 Fax (435) 843-2139  
[www.tooelecity.gov](http://www.tooelecity.gov)



*Notice:* The applicant must submit copies of the site plans to be reviewed by the City in accordance with the terms of the Tooele City Code. Once a set of site plans are submitted, the plans are subject to compliance reviews by the various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the City Code and all other applicable City ordinances. All submitted preliminary plan proposals shall be reviewed in accordance with the Tooele City Code. Submission of site plans in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is **strongly** advised that all plans be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission:	Zone:	Acres:	Parcel #(s):		
Project Name:					
Project Address:					
Project Description:			Phases:	Lots:	
<b>Property Owner(s):</b>			<b>Applicant(s):</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	
<b>Contact Person:</b>			Address:		
Phone:			City:	State:	Zip:
Cellular:	Fax:		Email:		
<b>Engineer &amp; Company:</b>					
Address:					
City:	State:	Zip:			
Phone:	Email:				

\*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

Note:

- A new application and checklist must accompany each submittal.
- Developer must submit plans in complete format to facilitate their review. Plans will be reviewed by the City staff, once they are found complete, they will be forwarded to Planning Commission for consideration. (as necessary)
- All fees must be paid at time of first submittal

For Office Use Only			
Fee:	Received By:	Date Received:	Receipt #:
(213)			

**AFFIDAVIT**

PROPERTY OWNER

STATE OF UTAH                                }  
  }ss  
COUNTY OF TOOELE                        }

I/we, \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and the Tooele City Community Development Department staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

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

\_\_\_\_\_  
(Notary)

Residing in \_\_\_\_\_ County, Utah

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

AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s), \_\_\_\_\_, to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in \_\_\_\_\_ County, Utah

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

# Site Plan Application Checklist

***Incomplete applications will not be accepted or held***

***All required items shall be submitted***

***A new checklist must accompany each submittal***

**Developer:** Check each of the following items for compliance with adopted City Standards, Titles, Master Plans and Ordinances.

**City Staff:** Verify each of the following items for compliance with adopted City Standards, Titles, Master Plans and Ordinances.

**Note:** Deficiencies in the application will result in the entire application being returned to the developer for corrections.

<u>Developer</u>	<u>City Staff</u>	<u>Submission Requirements</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application Fees:</b> paid in full.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Modeling Fees:</b> paid in full to Public Works Department, when required.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Sewer Modeling Fees:</b> paid in full to Public Works Department, when required.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Initial Submittal (with application):</b> Electronic drawings in PDF format on a USB drive or CD including all civil and utility plans, landscape and irrigation plans and elevations for all types of buildings proposed in the development.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Submittal:</b> One 11" x 17" copies of complete plan set. Two 24" x 36" copies of complete plan set. AutoCAD and PDF format file(s) of the complete application package. PDF format files shall be originally generated and not scan copies. All printed plans submitted must be stamped and signed. PDF plan copies shall to include an electronic stamp.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map showing at least: All adjacent streets Property lines for the site and all surrounding properties in the area Names and numbers of all existing developments Size of all parcels of land for all surrounding properties in the area
<input type="checkbox"/>	<input type="checkbox"/>	Current Land Use and Zoning designations assigned the site and all surrounding properties in the area
<input type="checkbox"/>	<input type="checkbox"/>	All plans drawn with the top of the sheet being oriented either north or east
<input type="checkbox"/>	<input type="checkbox"/>	All dimensions formatted and shown in feet and decimals no smaller than 1/100th
<input type="checkbox"/>	<input type="checkbox"/>	Plans prepared, shown, and labelled at a standard engineering scale
<input type="checkbox"/>	<input type="checkbox"/>	Consistent sheet numbering and titles
<input type="checkbox"/>	<input type="checkbox"/>	Drawing date, north arrow, written and graphic engineering scales at 1:100 maximum
<input type="checkbox"/>	<input type="checkbox"/>	Contours at one-foot intervals for predominant ground slopes within the development site less than five percent, two-foot intervals for predominant ground slopes in excess of five percent. Contours must extend a minimum of 50 feet beyond the site limits
<input type="checkbox"/>	<input type="checkbox"/>	Final Grading Plan of the proposed development at one-foot contour intervals, including spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Identification of existing trees, including the outline of groves or orchards, worthy of preservation
<input type="checkbox"/>	<input type="checkbox"/>	Identification of existing trees, including the outline of groves or orchards, and landscaping to be removed with the development
<input type="checkbox"/>	<input type="checkbox"/>	Identification of all existing buildings, structures, facilities, sanitary sewer lines, storm drains, culinary water mains, culverts, etc. within and adjacent to the proposed development site
<input type="checkbox"/>	<input type="checkbox"/>	The locations, proposed names, widths, and a typical cross section of all streets, curbs, gutters, sidewalks and other improvements to proposed streets, accesses and egresses
<input type="checkbox"/>	<input type="checkbox"/>	Indication of historic high water table elevation, if basements are proposed
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevation for all existing and proposed structures
<input type="checkbox"/>	<input type="checkbox"/>	Four-sided architecture for each elevation, including color elevation drawings and materials board
<input type="checkbox"/>	<input type="checkbox"/>	Location, height, and materials for all existing and proposed fencing
<input type="checkbox"/>	<input type="checkbox"/>	Full right-of-way and utility easement lines shown for all existing and proposed streets, utilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Front, rear, and side setbacks of all existing and proposed structures
<input type="checkbox"/>	<input type="checkbox"/>	Certification of survey by licensed, professional land surveyor

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**Accompanying Documents & Information**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All developments are required to convey water rights equal to the calculated demand of the project. A demonstration of sufficient water rights available for conveyance to the City will be required before the application is scheduled for approval. The conveyance of sufficient water rights to the City will be required after application approval and before permitting and construction begins. |
| <input type="checkbox"/> | <input type="checkbox"/> | Profiles for proposed roadways, sanitary sewer, culinary water, and storm water systems. Profiles shall also indicate existing and proposed final grade ground surfaces   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>FINALIZED</b> set of certified, stamped construction drawings and specifications as prepared by a licensed civil engineer. The drawings shall include an overall utility plan with contours, and sufficient horizontal control to allow for full construction  |
| <input type="checkbox"/> | <input type="checkbox"/> | Design data and <b>FINAL</b> storm drainage report complete with assumptions and computations for improvements. All commercial development must provide on-site detention for storm water. The maximum allowable runoff shall not exceed 0.1 cfs/acre   |
| <input type="checkbox"/> | <input type="checkbox"/> | Design data and <b>FINAL</b> sanitary sewer report complete with assumptions and computations for improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | Written easements for all off-site improvements, as required  |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical report   |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation planning/engineering study   |
| <input type="checkbox"/> | <input type="checkbox"/> | Current title report  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bonds for public improvements   |
| <input type="checkbox"/> | <input type="checkbox"/> | Written authorization from the Utah Department of Transportation for all access points to and from state highways   |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed landscape plan, including the scientific name & common name for all proposed plantings and complete proposed irrigation drawings   |
| <input type="checkbox"/> | <input type="checkbox"/> | Checklist for reimbursement agreement, as required  |
| <input type="checkbox"/> | <input type="checkbox"/> | Affidavit of compliance for accessibility   |

**PLEASE NOTE:** By submitting this application to the City for review, the Developer acknowledges that the above list is not exclusive, and under no circumstances waives any responsibility or obligation of the developer and/or the developer's agent(s) from full compliance with all City master plans, codes, rules, and regulations. Copies of the City Code are available on the City's website at [www.tooelecity.gov](http://www.tooelecity.gov).