

COMMERCIAL SPECIAL DISTRICT Application Packet



Community Development Department
90 North Main Street, Tooele, UT 84074
(435) 843-2132 Fax (435) 843-2139

Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for **Commercial Special District** approval. This packet includes all the necessary background information you will need to prepare and file a complete submittal that will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Commercial Special District Application Form
- Affidavit Form
- Commercial Special District Application Checklist
- Commercial Special District Declarations Form

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Commercial Special District Application Form
- Signed & Notarized Affidavit Form
- Commercial Special District Declarations Form
- All items listed on the Commercial Special District Application Checklist (incomplete applications will not be accepted).
- Application & Processing Fees, as specified in the current Tooele City Fee Schedule.
- Other supporting materials as applicable.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing applications, please feel free to contact City Hall at the address and phone number below. The Tooele City Code and Consolidated Fee Schedule can be accessed via www.tooelecity.org. Thank you for your interest in Tooele City, and we look forward to working with you very soon.

Sincerely,

Tooele City

Commercial Special District Application

Community Development Department
 90 North Main Street, Tooele, UT 84074
 (435) 843-2132 Fax (435) 843-2139
www.tooelecity.org



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

Project Information		
Date of Submission:	Applicant Name:	
Address:		
Phone:	Alternate Phone:	Email:
Project Site Address:		
Brief Summary of Proposal:		
Applicant Signature:		

*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 to Applicant:

Commercial Special Districts are approved by ordinance. Any change to an approved Commercial Special District requires an amendment by ordinance for which the procedures are established by city and state law. Since the procedures must be followed precisely, the time for amending Commercial Special District may vary from as little as 2½ months to 6 months or more depending on the size and complexity of the desired amendments and the timing.

For Office Use Only			
Received By:	Date Received:	Fees:	App. #:

Commercial Special District Application Checklist

Incomplete applications will not be accepted or held.

All required items shall be submitted.

Submission Requirements

- _____ Application Fee
- _____ Completed Application Form
- _____ Completed & Notarized Affidavit Form

If the applicant is owner of all property under the proposal for the Commercial Special District, only the top half of the Affidavit Form is required to be completed. If the applicant is not the owner of the property under the proposal for the Commercial Special District, the bottom half of the Affidavit Form is required to be completed. If there are multiple owners of property under the proposal for the Commercial Special District, a completed Affidavit Form is required to be completed accordingly for each property owner.

- _____ Completed Commercial Special District Declarations Form
- _____ On a separate sheet of paper, respond to the following:

Commercial Special Districts.

1. What is the current land use assignment for the property?
2. What is the current zoning district assigned to the property?
3. Explain how the proposed Commercial Special District is consistent with the current land use designation.
4. Explain how the proposed Commercial Special District is compatible to the current zoning district assignments in the surrounding area.
5. Explain how the proposed Commercial Special District is suitable for integrating with the existing uses in the surrounding area.
6. Explain how the proposed Commercial Special District is essential for providing a development and atmosphere that is cohesive and not otherwise possible under standard Tooele City zoning.
7. Explain how the proposed in the surrounding area promotes the goals and objectives of Tooele City.

Commercial Special District (CSD) Standards Declaration

PROJECT INFORMATION			
Project Name			
General Site Address			
Current Zoning Assignment(s)		Proposed RSD Name	
Acreage		Number of Lots/Units	
Total		Current Zoning	
Developable		Proposed	
Undevelopable			
Proposed Open Space			
Proposed Preservation			
Geographic Boundaries: _____			
Proposed Permitted Uses*		Proposed Conditional Uses*	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* As Listed & Identified in the Tooele City Code or Provided with Definitions

PROPOSED DEVELOPMENT STANDARDS*					
Product Type or Area					
		Current	Proposed	Current	Proposed
Area Density				Front Setback	
Maximum				Minimum	
Lot Size				Side Setback, Interior	
Minimum				Minimum	
Maximum				Side Setback, Corner Lot Street Side	
Lot Coverage				Minimum	
Minimum				Rear Setback	
Maximum				Minimum	
Lot Frontage				Building Height	
Minimum				Minimum	
Lot Width, Interior Lots				Maximum	
Minimum				Method of Parking Calculation _____	
Lot Width, Corner Lots				_____	
Minimum				_____	
Description of Landscaping Provided & Required Per Unit _____					

* Complete This Entire Section for Each Product Type or Area of Difference

** Complete This Entire Section for Each Architectural Standard or Layout Design Standard Proposed for Difference

Description of Fencing Provided & Required Per Unit _____ _____
Description of Lighting Provided & Required Per Unit _____ _____
Description of Unit Architectural Design Standards Required _____ _____ _____
Description of Private Amenities Provided _____ _____ _____
Description of Public Amenities Provided _____ _____ _____
Relationship & Connectivity Between Existing & Proposed Amenities _____ _____ _____
Description of Environmentally Sensitive & Preservation Areas _____ _____ _____
Description of Allowed Signage _____ _____ _____



PROPOSED DEVELOPMENT STANDARDS					
Product Type or Area					
		Current	Proposed		
Area Density				Front Setback	
Maximum				Minimum	
Lot Size				Side Setback, Interior	
Minimum				Minimum	
Maximum				Side Setback, Corner Lot Street Side	
Lot Coverage				Minimum	
Minimum				Rear Setback	
Maximum				Minimum	
Lot Frontage				Building Height	
Minimum				Minimum	
Lot Width, Interior Lots				Maximum	
Minimum				Method of Parking Calculation _____	
Lot Width, Corner Lots				_____	
Minimum					

Product Type or Area					
		Current	Proposed		
Area Density				Front Setback	
Maximum				Minimum	
Lot Size				Side Setback, Interior	
Minimum				Minimum	
Maximum				Side Setback, Corner Lot Street Side	
Lot Coverage				Minimum	
Minimum				Rear Setback	
Maximum				Minimum	
Lot Frontage				Building Height	
Minimum				Minimum	
Lot Width, Interior Lots				Maximum	
Minimum				Method of Parking Calculation _____	
Lot Width, Corner Lots				_____	
Minimum					

Product Type or Area					
		Current	Proposed		
Area Density				Front Setback	
Maximum				Minimum	
Lot Size				Side Setback, Interior	
Minimum				Minimum	
Maximum				Side Setback, Corner Lot Street Side	
Lot Coverage				Minimum	
Minimum				Rear Setback	
Maximum				Minimum	
Lot Frontage				Building Height	
Minimum				Minimum	
Lot Width, Interior Lots				Maximum	
Minimum				Method of Parking Calculation _____	
Lot Width, Corner Lots				_____	
Minimum					

PROPOSED DESIGN STANDARDS

Description of Provisions Regarding Landscaping for the Overall Project

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Description of Provisions Regarding Allowed or Required Landscaping for Individual Lots Within the Project

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Description of Provisions Regarding Fencing for the Overall Project

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Description of Provisions Regarding Allowed or Required Fencing for Individual Lots Within the Project

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Description of Provisions Regarding Lighting for the Overall Project

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Description of Provisions Regarding Allowed or Required Lighting for Individual Lots Within the Project

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Description of Provisions Regarding Allowed and Required Parking for Individual Lots Within the Project

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PROPOSED ARCHITECTURAL UNIT DESIGN STANDARDS

Description of Required Architectural Standards or Elements for Individual Lots or Units Within the Project

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PROPOSED PRIVATE AMENITIES & FEATURES

Description of Private Amenities to be Provided Within the Project

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Description of Public Amenities to be Provided Within the Project

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Description of Relationship & Connections to Existing & Proposed Public Amenities Outside of the Project

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Description of Environmentally Sensitive Features & Preservation Areas Within the Project

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Description of Methods by Which the RSD Integrates With and/or Separates from Neighboring Uses & Developments

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PROPOSED TRANSPORTATION FEATURES

Identification & Description of Public Roadways Within the Project*

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* Location, Layout & Classification of Each Roadway

Identification & Description of Private Roadways Within the Project*

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* Location, Layout & Classification of Each Roadway

Identification & Description of Pedestrian Pathways & Facilities Within the Project*

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* Location, Layout & Cross Section, Purpose, Etc. of Each Pedestrian Facility

PROPOSED AESTHETICS & DESIGN STANDARDS

Identification & Description of Allowed Signage* Within the Project

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* Signage Declaration to Include Development Signage & Signage Allowed for Individual or Groups of Uses. Regulatory Signage, i.e. Traffic Control & Street Signage, Need Not Be Declared Unless an Alteration to Standards is Proposed.

Description of Vertical Design Standards for Uses & Structures Within the Project*

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* Codes, Covenants & Restrictions (CC&Rs) Need to be Provided and Attached

Identification & Description of Storm Drain Facilities Within the Project*

* Storm Drain Facilities to be Described Should Address Retention/Detention Basins, Drainage Channels & Other Similar Facilities & Features Including Locations, Layout, Conceptual Designs, Features, Etc.

ADDITIONAL INFORMATION & SUBMITTALS
Other Information & Drawings to be Submitted with Project Application:
<ul style="list-style-type: none">• Graphic Illustrations• Conceptual Layout Mapping & Information, Including But Not Limited to:<ul style="list-style-type: none">○ Total Project Acreage○ Description of Project Boundaries○ Existing Natural & Developed Features○ Conceptual Development Plans○ Data Tables With Pertinent Information• Declaration of the Manner in Which All Other Development Aspects with the CSD Not Otherwise Addressed in These Declarations are to be Addressed.• Any Other Information Pertinent to Understanding the Project's Goals & Intentions