

SITE PLAN APPLICATION CHECKLIST

14175 S Redwood Rd Bluffdale UT 84065
801.254.2200 www.bluffdale.com

BLUFFDALE
EST. 1948

This application must first be reviewed by the Development Review Committee (DRC), consisting of Bluffdale City staff. Following review by the DRC, the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission. The DRC will make a recommendation to the Planning Commission who will make a recommendation to the City Council. The City Council has the final authority to either approve or deny the request. Some projects with less than 15,000 sq. ft. and/or less than 50 parking spaces may be approved administratively by City Staff.

Please review Title 11, Chapter 15 of the Bluffdale City Code available at www.bluffdale.com before completing this application. Below is a list of information that is required to be submitted with the application. If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.

Fees: \$500 Application Fee
First-class postage for all properties within 1000 ft. of the subject property

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form**
- Development plans** showing the information required below. The information required by each subsection shall be shown on separate sheets. Plans shall be drawn at a scale no smaller than 1" = 100'. Except for the landscaping plan, the plans shall be prepared, stamped and signed by a professional engineer licensed by the State of Utah. One (1) electronic, three (3) 24"x36", and four (4) 11"x17 plan sets will be required.
- Site plan** showing the following:
 - Project name, North arrow, and tie to a section monument.
 - The location of all proposed and existing structures on the subject property and within 50 ft. on adjacent properties.
 - Layout, dimensions, and names of existing and future road rights-of-way.
 - Boundary lines of the project site with bearings and distances.
 - Layout and dimensions of proposed buildings, parking areas, and landscape areas.
 - Location and dimensions of other site improvements such as bicycle racks, dumpsters, fences, mechanical equipment, etc.
 - A tabulation table, showing total gross acreage, square footage of building footprint, square footage of total building floor area, square footage of landscaping, number of parking spaces, and square footage of impervious surfaces.
- Grading and drainage plan** showing the following:
 - Existing and proposed contours at 1 ft. intervals and spot elevations
 - Areas of substantial earth moving with an erosion control plan.
 - Location of existing water courses, canals, ditches, springs, wells, culverts, and storm drains, and proposed method of dealing with all irrigation and waste water.
 - Location of any designated flood plain and/or wetland boundaries.

- Direction of storm water flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off site drainage facilities when necessary. Drainage plans shall facilitate a ten (10) year storm event. The discharge rate off-site shall be restricted to one-tenth (0.1) cubic ft./second, or less where off-site facilities to accept storm water are limited.
- Hydraulic and hydrologic storm drainage calculations using a ten (10) year storm event. One hundred (100) year events may need to be accommodated in certain location in the path of major drainages.
- Utility plan** showing the following:
 - All existing and proposed utilities including but not limited to: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
 - Location and dimensions of all utility easements.
 - A letter from sewer and water providers, addressing the feasibility and their requirements to serve the project.
- Landscaping plan**, consistent with the requirements in 11-15-16 of the City's ordinance, showing the following:
 - Sprinkler system layout and type of heads.
 - Flow rate assumed for sprinkler system.
 - Plant materials and location, including species and size.
- Preliminary building plans**, showing the following:
 - Elevations drawn to scale.
 - Exterior materials and colors, including roofing material and color.
 - Location and dimensions of all proposed signage.
- Outdoor lighting plan**, consistent with the requirements in 11-16-21 of the City's ordinance showing the following:
 - The location, height, manufacturer, model, lamp type, lumen output and wattage of each outdoor lighting fixture in relationship to buildings, streets and parking areas.
 - An iso-lux plan showing the levels of illumination that would result at ground level.
- Traffic impact analysis**, if requested by the City Engineer or the Planning Commission.
- Noticing:**
 - Two sets of mailing labels for all properties within 1000 ft. of the subject property. Labels can be obtained from the Salt Lake County Recorder's Office (2001 S State St, Salt Lake City)
 - First-class postage and two sets of envelopes for each property within 1000 ft. You may provide these or pay for postage at the current rate and purchase envelopes for \$0.25 each from Bluffdale City.

Other information may be submitted or required, which may aid the Planning Commission in making an informed decision.

SITE PLAN APPLICATION

14175 S Redwood Rd Bluffdale UT 84065
801.254.2200 www.bluffdale.com



PLEASE NOTE: This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information. Incomplete applications will not be accepted.

The following must be submitted with this application:

- All information indicated in the attached checklist.
- Application Fee: **\$500**
First-class postage for all properties within 1000 ft. of the subject property

Date of Application:		Zone:		Parcel #(s):	
Project Name:					
Project Location/Address:					
Subdivision (if applicable):			Lot #:		Acreage:
Project Description (use additional pages if needed):					
Applicant(s):			Contact Person:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone Number:			Phone Number:		
Email:			Email:		
Property Owner(s):					
Address:		City:		State:	Zip:
Phone Number:		Email:			

FOR OFFICE USE ONLY					
Application fee:		\$500		Received date:	Received by:
Noticing:	# of notices _____			Amount received:	Receipt #:
(two meetings)	Postage _____			File #:	
	Envelopes _____				
TOTAL:		_____		Assigned to:	

**AFFIDAVIT
PROPERTY OWNER**

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

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 statement therein 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 also acknowledge I have received written instructions regarding the process for which I am applying.

_____ (Property Owner)

_____ (Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Salt Lake County, Utah

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorized 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 above agent authorization who duly acknowledge to me that they executed the same.

(Notary)
Residing in Salt Lake County, Utah