

SITE PLAN APPLICATION CHECKLIST

2222 West 14400 South, Bluffdale, UT 84065
801.254.2200 – www.bluffdale.com

BLUFFDALE
EST. 1848

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 has the final authority to either approve 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 150 of the Bluffdale City Code available at www.bluffdale.com before completing this application. Applicants are encouraged to arrange a pre-application meeting with the City Staff prior to submitting a formal 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: \$1,500 Application Fee

*Note: Additional fees may be assessed separately in accordance with the adopted Consolidated Fee Schedule.

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** are required showing the information 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'. *All plans* shall be prepared, stamped and signed by a *professional engineer licensed by the State of Utah*. Digital Plans are required (*no paper copies*).
- Site plan** showing the following:
 - Project name, North arrow, and tie to a section monument
 - 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
 - Diagrams showing typical road or access cross-sections drawn to a scale *no greater than 1" = 10'*
 - 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 statement of building use and 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
 - Design of ingress and egress locations and snow removal and storage plans
- Grading plan** showing the following:
 - Existing and proposed contours at 1 ft. intervals and spot elevations drawn to a maximum scale of 1" = 40'
 - 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
- Drainage report** per requirements of Chapter 8-60 of the Bluffdale City Code
- 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 utilities and all utility easements
- Landscaping plan**, consistent with the requirements in 11-150-50 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 number, species and size
 - Location, height and material of all existing and proposed fencing
- Preliminary building plans**, meeting 11-150-60: "Design Standards" requirements, showing the following:
 - All building elevations drawn to scale
 - Building sections 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 11-150-60(F) 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** or other documents as required (as per direction of city engineer)

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

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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
- Planning Application Fee: \$1,500

*Note: Additional fees may be assessed separately in accordance with adopted Consolidated Fee Schedule.

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: \$1,500 (Additional fees may be assessed separately)	Received date:	Received by:
	Amount received:	Receipt #:
TOTAL: _____	File #:	
	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