



# Site Plan Review Application

(Not Requiring Other Permit)

## Fee \$100.00

Property information and location  
(All lines applicable to this site must be filled in)

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Parcel # \_\_\_\_\_ Lot # \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

**You MUST include a parcel map obtained from the Tooele County Recorder's Office with this application!**

### Property Owner(s) Information

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**A copy of the deed, offer or tax notice MUST be included to demonstrate ownership**

(For Office Use Only)

SPR #: \_\_\_\_\_ Fee \$ 100.00 Receipt #: \_\_\_\_\_

**Agent for the Property Owner(s) Information**

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

***A copy of the deed, offer or tax notice MUST be included to demonstrate ownership***

There shall be no presumption of approval of any aspect of the process.

**Each application for site plan review shall have all required submittals before it is accepted as a complete application.**

APPLICATION IS HEREBY MADE TO THE ENGINEERING OFFICE REQUESTING THAT:


Total acreage of parcel: \_\_\_\_\_ Area occupied by this use: \_\_\_\_\_

Current zoning designation: \_\_\_\_\_ Current use of land: \_\_\_\_\_

I (We) understand that Site plan approval shall be required as a condition to receiving a building or conditional use permit for all permitted or conditional uses in all zoning districts. Sites must meet minimum development standards of Tooele County for the intended use.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**ATTACH TWO COPIES OF A LOCATION MAP, SITE PLAN, BUILDING PLAN, AND  
DETAILED DESCRIPTION OF PROPOSED USE**

**ALL SITE PLAN DRAWINGS OR SUPPLEMENTAL INFORMATION SHOULD ADDRESS  
THE FOLLOWING:**

**Section**

- 12-1. Purpose.**
- 12-2. Scope of application.**
- 12-3. Scope of modifications authorized.**
- 12-4. Site plan content for single lot detached single-family and two-family/twin home dwellings and accessory buildings to dwellings for building permits.**
- 12-5. General site plan content.**
- 12-6. Storm water drainage.**
- 12-7. Utilities.**
- 12-8. Procedures for site plan review.**

**12-1. Purpose.**

(1) The intent of the site plan review is to promote the safe and efficient use of land, to contribute to an orderly and harmonious appearance in the county and to further enhance the value of property. This process is intended to supplement the review and administrative procedures which are carried out under the Tooele County Land Use Ordinance and other county ordinances and regulations. The site plan review process is intended to help ensure that newly developed properties and redeveloped properties are compatible with adjacent development and that traffic, public safety issues, overcrowding, and environmental problems are minimized to the greatest extent possible. The purpose of the site plan review is to provide for a review of:

- (a) a project's compatibility with its environment and with other land uses and buildings existing in the surrounding area;
- (b) the quality, quantity, utility, size and type of a project's required open space and proposed landscaping improvements;
- (c) the ability of a project's traffic circulation system to provide for the convenient and safe internal and external movement of vehicles and pedestrians;
- (d) the quantity, quality, utility and type of a project's required community facilities; and
- (e) the location and adequacy of a project's provision for drainage and utilities. (Ord.2005-30, 11/22/05)

**12-2. Scope of application.**

Site plan approval shall be required as a condition to receiving a building or conditional use permit for all permitted or conditional uses in all zoning districts. (Ord.2005-30, 11/22/05)

**12-3. Scope of modifications authorized.**

(1) The authority of the zoning administrator through the site plan review process to require modification of a proposed site development shall be limited to the following:

- (a) minimizing dangerous traffic movements and promoting the smooth and efficient flow of traffic in accordance with standards in the Institute of Traffic Engineers' Transportation Handbook, and other local sources of authority as adopted by resolution;
- (b) optimizing the efficient use of parking facilities through provisions for adequate interior circulation, parking stalls and travel aisles;
- (c) promoting compatibility with adjacent and nearby properties;
- (d) preserving and protecting valuable natural features and amenities to the greatest extent practical;
- (e) promoting the efficient provision of public services;
- (f) preserving existing healthy and long-lived trees wherever practically feasible;
- (g) designing of drainage facilities to promote the use and preservation of natural watercourse and patterns of drainage;
- (h) minimizing alterations to existing topography;
- (i) protecting important views and vistas as identified in adopted plans;
- (j) promoting the use of plant material compatible with the climate of the region and micro-climate conditions on the site;
- (k) ensuring that plant material can be maintained for long term health and continued growth;
- (l) maximizing water conservation; ensuring that the arrangement of required landscaping produces the optimal visual effect;
- (m) ensuring that the location, size and orientation of signage do not impair the visibility of or distract motorists;
- (n) ensuring that the location, size and orientation of signage minimize obstructions and hazards to pedestrians;
- (o) designing or directing of outdoor lighting devices or fixtures; and

(p) ensuring the proposed site development conforms to all applicable requirements of the land use ordinance and other ordinances and regulations. (Ord.2005-30, 11/22/05)

**12-4. Site plan content for single lot detached single-family and two-family/twin home dwellings and accessory buildings to dwellings for building permits.**

(1) The application form, fees, two copies of a site plan and other supporting material as required by the county shall be submitted to the planning division. The planning division, upon receipt of the application, shall determine whether the application is complete and ready for review based on the stated requirements for submittal and requests for exceptions to the submittal requirements. If the material that has been submitted is determined to be incomplete, all review of the submittal will be delayed until the planning division receives the necessary material to make the submittal complete. The zoning administrator may waive items on the application form that are not applicable due to the particular circumstances or conditions of that development proposal.

(2) Two copies of a site plan, drawn to a scale of 20 feet to the inch or such other scale as the zoning administrator shall deem appropriate, shall be submitted along with the permit application and shall contain the following information:

- (a) the owner's name, address and telephone number;
- (b) the street address and parcel number or legal description of the subject property;
- (c) the boundaries of the subject property, all existing property lines, setback lines, existing streets, buildings, water courses, water ways or lakes, wetlands, and other existing physical features in or adjoining on the project;
- (d) on-site storm water drainage and retention;
- (e) location of the on-site well, septic tank and drain field;
- (f) location of a septic drain field and areas that confine animals such as barns, corrals or stables of an adjoining property if within 100 feet of the onsite well;
- (g) location of a well of an adjoining property if within 100 feet of the on-site septic drain field and areas that confine animals such as barns, corrals or stables;
- (h) distance of driveway from the intersection of the two front yard property lines on corner lots;
- (i) distance of the driveway to the nearest driveway if within 25 feet to any other driveway;
- (j) locations, heights and distances of any existing and proposed fences;

(k) the location of all proposed buildings and structures, accessory and principal, showing:

- (i) the number of stories and height;
  - (ii) the distance from all property lines and other existing or proposed structures; and
  - (iii) dwelling type and use.
- (l) a signature panel for zoning administrator approval. (Ord.2005-30, 11/22/05)

**12-5. General site plan content.**

(1) Except for single lot detached single-family and two-family/twin home dwellings for a building permit, all other applications shall submit a site plan that complies with this section. The application form, fees, two copies of a site plan and other supporting material as required by the county shall be submitted to the planning division. The planning division, upon receipt of the application, shall determine whether the application is complete and ready for review based on the stated requirements for submittal and requests for exceptions to the submittal requirements. If the submitted material is determined to be incomplete, all review of the submittal will be delayed until the planning division receives the necessary material to make the submittal complete.

(2) Two copies of a site plan, drawn to a scale of 20 feet to the inch or such other scale as the zoning administrator shall deem appropriate, shall be submitted along with any permit application and shall contain the following information:

- (a) the applicant's name, address, telephone number and interest in the property;
- (b) the owner's name, address and telephone number, if different than the applicant;
- (c) the street address and parcel number or legal description of the subject property;
- (d) the zoning district;
- (e) a vicinity map with north point, and scale;
- (f) the title of the project and the names addresses and telephone numbers of the architect, landscape architect, planner, and engineer on the project if applicable;
- (g) the boundaries of the subject property, all existing property lines, setback lines, existing streets, buildings, water courses, water ways or lakes, wetlands, and other existing physical features on the project;
- (h) the finished grade for the entire site shall be shown as well as the first floor elevation of all buildings. Additionally, on all site plans the following information must be provided:
  - (i) significant topographical or physical features of the site, including existing trees;
  - (ii) the elevation of the curb if existing or proposed in front of each lot; and

(iii) elevations of the top and toe of slope, slope ratio of fill, and limits of fill, including access;

(i) the location and size of sanitary and storm systems, water, gas, telephone, electric and other utility lines, culverts and other underground structures in or affecting the project, including existing and proposed facilities and easements for these facilities, and in the case of county-owned utilities, such information may be obtained from the appropriate county department;

(j) the location, and dimensions of:

(ii) proposed streets;

(iii) access to the project and the

distance from:

(a) those on adjoining properties within 150 feet;

(b) the property lines; and

(c) if a corner lot, all street intersections that abut the property;

(iii) alleys;

(iv) loading areas;

(v) parking lots to include ADA accessible spaces including numbers and dimensions of parking and loading spaces;

(vi) outdoor lighting systems;

(vii) sidewalks, curbs and gutters

and all curb cuts;

(viii) gasoline or diesel pumps and islands if located on the site; and

(ix) points for the connections to major utilities;

(k) the location of all proposed buildings and structures, accessory and principal, showing:

(i) the number of stories and height;

(ii) the distance from all property lines and other existing or proposed structures;

(iii) type of use that will be located in the structure;

(iv) the percent of building coverage of the lot; and

(v) the total square footage of the floor area by proposed use of each building;

(l) the location, height, type and material of all fences and walls;

(m) if the development includes signs, the location, character, size, height and orientation of proposed signs, as proposed to be erected and elevations of buildings showing signs to be placed on exterior walls;

(n) adequate measures to prevent pollution of surface or ground water, to minimize erosion and sedimentation, and to prevent changes in ground water levels, increased runoff and potential for flooding, drainage designed so that runoff shall not be increased, ground water recharge is

maximized, and neighboring properties will not be adversely affected;

(o) when the public road frontage has existing curbs or is required to install curbs as part of the development improvements, street trees shall be required to be installed in the parkway;

(p) on-site lighting showing compliance with the Tooele County Land Use Ordinance;

(q) the location of dumpsters or other outdoor trash receptacles;

(r) the location and dimensions of proposed recreation areas, open spaces and other required amenities and improvements;

(s) a tabulation of the total number of acres in the project and the percentage and acreage thereof proposed to be allocated to off-street parking, open space, parks, and other reservations;

(t) a tabulation of the total number of dwelling units in the project and the overall project density in the dwelling units per gross acre for residential projects; and

(u) a signature panel for zoning administrator approval.

(3) The zoning administrator may waive any of the above listed requirements upon making a determination that such requirements are unnecessary due to the scope and nature of the proposed development. (Ord.2005-30, 11/22/05)

#### **12-6 Storm water drainage.**

Provisions for storm surface drainage shall be in accordance with the design standards of the road department indicating location, size, types and grades of sewers, drainage structures, ditches, and connection to existing drainage system. Disposition of storm or natural waters both on and off the site shall be provided in such a manner as not to have a detrimental effect on the property of others or the public right-of-way and in keeping with the above standards. The site plan must reflect compliance with this section. (Ord.2005-30, 11/22/05)

#### **12-7. Utilities.**

Hook-ups to public utilities shall be the responsibility of the applicant. Connections shall be installed in accordance with the standards of the servicing utility. All connections shall be shown on the site plan. (Ord.2005-30, 11/22/05)

#### **12-8. Procedures for site plan review.**

(1) Before filing an application for approval of a site development plan the applicant is encouraged to confer with the zoning administrator, county planner, sheriff department, health department, and fire department regarding the general proposal. Such action does not require formal application fees or filing of a site development plan or landscape plan and is not to be construed as an application for formal approval. No representation made by the zoning administrator or other county personnel or

departments during such conference shall be binding upon the county with respect to an application subsequently submitted.

(2) After the site plan, other applicable plans and related materials and fees have been submitted and the application has been determined by the zoning administrator to be complete, the application shall be reviewed and processed in coordination with the appropriate personnel and county departments. In considering and acting upon site plans and other applicable plans, the zoning administrator shall take into consideration the public health, safety, and welfare, the comfort and convenience of the public in general and of the immediate neighborhood in particular. If the plan is approved, the zoning administrator, shall certify approval on the site plan and state the conditions of such approval, if any. If the plan is disapproved, the zoning administrator shall indicate reasons in writing to the applicant. No permit may be issued by the zoning administrator, building inspector, or the planning commission without site plan approval.

(3) Any appeal of the zoning administrator's denial of a site plan shall be made to the board of adjustment. Any such appeal shall be filed within 30 days from the date of such denial.

(4) The action of the zoning administrator approving the application shall be noted on all copies of the site plan to be retained in the record, including any changes or conditions required as part of the site plan approval. One such copy shall be returned to the applicant, and others retained as required for records or further action by the zoning administrator or other affected agencies of the county.

(5) Building permits shall be issued in accordance with approved plans. A copy of the approved site plan shall be retained in the records of the office of the building inspector and all buildings and occupancy permits shall conform to the provisions of the site development plans.

(6) Amendments or modifications to approved site plans must be submitted to the zoning administrator. Such modifications shall be submitted in accordance with the procedures and requirements of this chapter and shall be distributed to the appropriate county departments for review. The zoning administrator may waive this requirement where the zoning administrator has determined that such modification of the site plan has no significant impact upon the original proposal and still remains in conformance with county standards and regulations.

(7) Approval of the site plan, shall be void unless a building permit, conditional use permit or use of the land has commenced within 12 months from the date of approval. Upon request, revalidation of the site plan may be granted for an additional 12 months if all factors of the original site plan review are the same; provided, however, that written notice

requesting revalidation must be received by the zoning administrator prior to expiration of the original 12 month period.

(8) A stop work order shall be put on the project if any improvements are inconsistent with the approved site plan. (Ord.2005-30, 11/22/05)