



Site Plan Review Application

Single Family Residential

Fee \$100.00

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

Parcel # _____ Lot # _____

Subdivision Name: _____

(For office use only)

Permit #: _____ Fee \$100.00 Receipt #: _____

Will this be associated with a Conditional Use Permit (CUP)? **Yes** **No** CUP # _____

Application Determination:

Approved ☐ Denied

Conditions imposed? **Yes** **No** ☐

By: _____ Date: _____

Property Owner(s) Information

Name(s): _____

Address per tax rolls: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax: _____

Mobile phone: _____ Message phone: _____

Email address: _____

Applicant's Information if different than Property Owner(s)

*Property Owner's Authorization notarization needed.

Name(s): _____

Address per tax rolls: _____

City/County: _____ State: _____ Zip: _____

Office/home phone: _____ Fax: _____

Mobile phone: _____ Message phone: _____

Email address: _____

All required information in this application must be completely filled out and signed with required paperwork submitted or application will be denied.

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

APPLICATION IS HEREBY MADE TO THE PLANNING COMMISSION REQUESTING THAT:
(Describe in as much detail as possible the business and use on property)

Total acreage of parcel: _____ Area occupied by this use: _____
Current zoning designation: _____ Current use of land (residential, commercial, etc.): _____

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. If a Conditional Use Permit (CUP) is also required and through that process staff or the planning commission find that other conditions are required that may affect the site plan, the site plan must be adjusted before building permit can be issued.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

Include the following with the application:

Applicant County

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

***If site plan does not provide all required information listed in 12-4 it will be cause for denial**

(when the following addresses “copies” of plan, 1 original PDF, readable file (not copied/hardcopy) will be acceptable).

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.

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.

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.

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.

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.

AFFIDAVIT

PROPERTY OWNER'S AUTHORIZATION

I (we), _____ the owner(s) of the real property located as follows: _____ and further described in the attached application, do authorize the applicant listed in this application permissions to use this property as listed in this CUP application. I (We) understand that if the use is granted it will stay with the property if new residence(s) move in. We further understand that if this use is discontinued for a year or more the use is no longer allowed on the property and a new CUP application will be required. Any violations regarding this CUP will be addressed with the property owner.

(Property Owner)

(Property Owner)

(Property Owner)

(Property Owner)

Notary

STATE OF UTAH)

:ss

County of Tooele)

Dated this _____ day of _____, 20 _____, the property owners above personally appeared before me and acknowledged that he/she signed the above Notice and that the statements contained therein are true.

My Commission Expires

Notary Public