



# BOX ELDER COUNTY, UTAH COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 435-734-2634 FAX 435-734-2728

## APPLICATION

(Taken by appointment only 435-734-3316)

(Green)

(Revised 6-10-2010)

Site Plan/Permitted Use Review _____		Filing Fee Received by _____
Date Filed _____	Planner's Initials _____	Current Zone _____
<i>(PLEASE call Tamara Wright 435-734-3316 for an appointment to turn in your application)</i>		

- Site Plan Usage/Permitted use \_\_\_\_\_  
Location of Site \_\_\_\_\_
  - Parcel Description \_\_\_\_\_
  - Present use of Property \_\_\_\_\_
  - Name of Applicant \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- If property has more than one owner, attach information on each additional owner on a separate sheet. Applications submitted without a notarized signature of each additional property owner will not be processed.*
- E-Mail address \_\_\_\_\_
  - Name of Property Owner if other than Applicant \_\_\_\_\_
  - Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_
  - Assessor's Parcel No(s) \_\_\_\_\_ # of Acres \_\_\_\_\_
  - Acres \_\_\_\_\_
  - Name of person authorized by owner(s) to represent the owner(s) in this approval process  
E-Mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### NOTICE:

**All documents and information listed in the attached checklist for the approval requested must be submitted with this application or the application is incomplete.**

The Planning Commission normally meets on the third Thursday of each month. Applicants will be notified of changes in meetings and meeting times. The Planning Staff will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Planning Commission will not review any submittal that was made less than 20 business days (3<sup>rd</sup> Thursday of previous month) prior to the scheduled meeting. Submittals are placed on a tentative agenda until necessary staff review has been completed.

I affirm that I have read and understand this application and that all representations made and material submitted with this application are true and correct to the best of my knowledge. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Owner's signature must be authorized if not submitting application in person)*

Is this a permitted use in the current zone? \_\_\_\_\_  
YES \_\_\_\_\_ NO \_\_\_\_\_ Planner's Signature \_\_\_\_\_

- A. **Purpose.** This section sets forth procedures for considering and approving a site plan. Such procedures are intended to provide for orderly, harmonious, safe and functionally efficient development consistent with the priorities, values, and guidelines found in various elements of the Box Elder County General Plan and this Code.
- B. **Authority.** The Planning Commission is authorized to approve site plans as provided in this section.
- C. **Exceptions.** For buildings and land uses requiring conditional use permits, site plan review shall be incorporated within such conditional use permits and need not be a separate application, provided the requirements of this Chapter are met.
- D. **Initiation.** A property owner may request approval of a site plan as provided in this section. An agent of a property owner shall provide an affidavit of authorization.
1. A conceptual site plan shall be required for any planned development within a Planned Development Overlay (PDO) zone and shall be submitted concurrently with an application for the PDO zone.
  2. A site plan shall be required for any of the following uses unless expressly exempted from such requirement by another provision of this Code.
    - a. Any multiple-family residential use;
    - b. Any public or civic use;
    - c. Any commercial use;
    - d. Any industrial use;
  3. When a conceptual site plan, or a site plan, approval is required, no building permit for the construction of any building, structure, or other improvement to the site shall be issued prior to approval of the required plan. No clearing, grubbing, grading, drainage work, parking lot construction or other site improvement shall be undertaken prior to site plan approval.
- E. **Procedure.** An application for site plan approval shall be considered and processed as provided in this subsection.
1. A complete application shall be submitted to the Zoning Administrator in a form established by the Administrator along with any fee established by the County's schedule of fees.
  2. A conceptual site plan shall be drawn to scale and shall show a realistic layout reflecting how property reasonably could be developed considering existing and envisioned conditions on the subject property and adjoining property, and the development standards of the zone in which the property is located.
    - a. A conceptual site plan application shall include at least the following information:
      - 1) The name, address and telephone number of the applicant and the applicant's agent, if any;
      - 2) Legal description of the property
      - 3) Lot or parcel dimensions, square footage, and orientation;
      - 4) Location, topography, and layout of proposed lots;
      - 5) Location, height, and setbacks of existing and proposed buildings on the subject property and immediately adjoining property.
      - 6) Proposed use of the buildings and site;
      - 7) Location and height of existing and proposed walls and fences;
      - 8) Height, bulk and preliminary elevations of proposed buildings;
      - 9) Location, arrangement and layout of landscaping and open space;
      - 10) Location, name and width of existing and proposed streets and sidewalks;
      - 11) Traffic and pedestrian circulation patterns, including proposed access to the property;
      - 12) Location, number, access points, and design of carports, garages and other off-street parking spaces and loading areas;
      - 13) Location, number, type and size of signs;
      - 14) Preliminary utility plans, including water, sewer or septic tank, and storm drainage plans, including availability of utilities;
      - 15) Proposed reservations for parks, playgrounds, school, and other public facility sites, if any;
      - 16) Relationship of the property to adjoining properties and uses;
      - 17) Tables showing the number of acres in the proposed development and a land use summary; and
      - 18) A development schedule indicating the approximate date when construction or its stages can be expected to begin and be completed.
    - b. A conceptual site plan is not intended to permit actual development of property pursuant to such plan, but shall be prepared merely to represent how the property could be developed. Approval of a conceptual site plan authorizes the applicant to prepare a preliminary site plan. Submittal, review, and approval of an application for a conceptual site plan shall not create any vested rights to development.
  3. A site plan application shall include at least the following information:
    - a. The names, address and telephone number of the applicant and the applicant's agent, if any;
    - b. The uses for which site plan approval is requested;
    - c. A set of development plans showing the information required in subsections (D) to (H) of this subsection. The information required by each subsection shall be shown on separate sheets. Plans shall be drawn at a scale no smaller than one (1) inch equals one hundred (100) feet on twenty-four (24) by thirty-six (36) inch sheets. 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) set of plans, reduced to fit on an eleven (11) by seventeen (17) inch paper, shall be provided.

- d. Site plan showing the following:
    - 1) All infrastructure and development facilities related to the project located within two hundred fifty (250) feet of the site boundary;
    - 2) Layout, dimensions, and names of existing and future road rights-of-way;
    - 3) Project name, North arrow, and tie to a section monument;
    - 4) The boundary lines of the project site with bearings and distances;
    - 5) Layout and dimensions of proposed streets, buildings, parking areas, and landscape areas;
    - 6) Location, dimensions, and labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, and mechanical equipment;
    - 7) Location of man-made features including irrigation facilities, bridges, railroad tracks, and buildings;
    - 8) A tabulation table, showing total gross acreage, square footage of street rights of way, square footage of building footprint, square footage of total building floor area, square footage of landscaping, number of parking spaces, and if any, the number and type of dwellings, and the percentage devoted to each dwelling type and overall dwelling unit density; and
    - 9) Identification of property, if any, not proposed for development.
  - e. Grading and drainage plan showing the following:
    - 1) North arrow and scale
    - 2) Topography contours at two (2) foot intervals
    - 3) Areas of substantial earth moving with an erosion control plan;
    - 4) Location of existing water courses, canals, ditches, springs, wells, culverts, and storm drains, and proposed method of dealing with all irrigation and waste water;
    - 5) Location of any designated flood plain and/or wetland boundaries;
    - 6) 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 based on adopted County requirement.
  - f. Utility plan showing the following:
    - 1) North arrow and scale
    - 2) 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;
    - 3) Minimum fire flow required by the building code for the proposed structures, and fire flow calculations at all hydrant locations;
    - 4) Location and dimensions of all utility easements; and
    - 5) A letter from sewer and water providers, addressing the feasibility and their requirements the serve the project.
  - g. Building elevations for all buildings showing the following:
    - 1) Accurate front, rear, and side elevations drawn to scale;
    - 2) Exterior surfacing materials and colors, including roofing material and color;
    - 3) Outdoor lighting, furnishings and architectural accents; and
    - 4) Location and dimensions of signs proposed to be attached to the building or structure.
  - h. Where one (1) or more conditions of unusual soil, vegetation, geology or slope exists, resulting in increased fire, flood or erosion hazards, traffic circulation problems, sewage disposal problems and potential property damage from extensive soil slippage and subsidence, an applicant shall, upon request of the Planning Commission or county engineer, provide contour and drainage plans, cut and fill specifications, and soil and geologic reports. The required details of such reports and plans may vary depending on the severity of the unusual conditions, but in any event such plans and reports shall be reviewed and approved by the County prior to final approval of a development project.
  - i. Any necessary agreements with adjacent property owners regarding storm drainage or other pertinent matters.
  - j. Evidence of compliance with applicable federal, state, and local laws and regulations, if requested by the Zoning Administrator.
  - k. A traffic impact analysis, if requested by the County Engineer or the Planning Commission.
  - l. Warranty deed and preliminary title report or other document showing the applicant has control of the property.
  - m. Parcel map(s) from the County Recorder's office showing the subject property and all property located within four hundred (400) feet thereof.
- 4. After the application is determined to be complete, the Zoning Administrator shall schedule a public meeting before the Planning Commission.
  - 5. A staff report evaluating the application may be prepared by the zoning Administrator.
  - 6. The Planning Commission shall hold a public meeting and after due consideration shall approve, approve with conditions, or deny the application pursuant to the standards set forth in below:
    - a. Any conditions of approval shall be limited to conditions needed to conform the site plan to approval standards.
    - b. In the case of a conceptual site plan for a planned development, Planning Commission approval shall not be effective unless and until a corresponding Planned Unit Development Overlay or the Planned Community Overlay zone is approved by the County Commission.

7. After the Planning Commission makes a decision, the Zoning Administrator shall give the applicant written notice of the decision. Prior to the issuance of any building permit, the applicant shall provide the County a copy of the approved site plan which includes any required corrections or revisions. Once in final, approval form, a site plan shall be marked "Approved" by the County and shall be used as the basis for inspecting development and construction on the property subject to the site plan.
  8. A record of all site plan approvals shall be maintained in the office of the Zoning Administrator.
- F. Standards for Approval.** The following standards shall apply to the approval of a site plan.
1. A final site plan shall conform to its associated conceptual site plan.  
The entire site shall be developed at one time unless a phased development plan is approved by the approving authority.
  2. A phased development plan shall show:
    - a. The planned development of the entire site; and
    - b. The timing and sequencing of improvements to be completed with each phase, particularly amenities, open space, and public improvements.
  3. A site plan shall conform to applicable standards set forth in this Code and other applicable provisions of the Box Elder County ordinances. Conditions may be imposed as necessary to achieve compliance with applicable code requirements.
  4. In order to ensure that the development will be constructed to completion in an acceptable manner, the applicant shall enter into an agreement with the County and shall provide a satisfactory bond, letter of credit, or escrow deposit. The agreement and bond, letter of credit, or escrow deposit shall assure timely construction and installation of improvements required by an approved site plan.
  5. Individual uses in a planned commercial center shall be subject to the following requirements:
    - a. The overall planned commercial center shall have been approved as a conditional use which shall include an overall site plan, development guidelines, and a list of uses allowed in the center.
    - b. Development guidelines for a planned center shall, at a minimum, address the following topics:
      - 1) General site engineering (e.g. storm drainage, provision of utilities, erosion control, etc);
      - 2) Architectural guidelines, including building setbacks, height, massing and scale, site coverage by buildings, materials, and colors;
      - 3) Landscaping and open space standards
      - 4) Signage;
      - 5) Exterior lighting
      - 6) Parking, pedestrian and vehicular circulation, and access to the site;
      - 7) Rights of access within the center (use of cross-easements, etc);
      - 8) Outdoor sales, storage and equipment;
      - 9) Fencing and walls; and
      - 10) Maintenance standards and responsibilities.
    - c. After approval of a planned center, individual uses therein may be approved pursuant to a building permit.
    - d. Building permits for individual uses within an approved planned center shall be reviewed by the Zoning Administrator for compliance of the proposed use to the overall site plan, development guidelines, and approved use list for the planned center. The Zoning Administrator shall approve, approve with conditions, or deny the permit based on compliance with applicable conditions of the site plan and provisions of this Code.
- G. Appeal of Decision.** Any person adversely affected by a final decision of the Planning Commission or Zoning Administrator regarding approval or denial of a site plan may appeal that decision to the Board of Adjustment as provided in Section 2-2-180 of this Chapter.
- H. Effect of Approval.** Every site for which a site plan has been approval shall conform to such plan.
1. A building permit shall not be issued for any building or structure, external alterations thereto, or any sign or advertising structure until the provisions of this section have been met. No structures or improvements may be constructed unless shown on an approved site plan or required by law.
  2. Approval of a site plan shall not be deemed an approval of any conditional use permit or other permit. Approval of such permits shall be obtained in accordance with applicable provisions of this Code and other applicable provisions of the Box Elder County Code.
- I. Amendment.** Except as may be provided elsewhere in this Code, no element of an approved site plan shall be changed or modified without first obtaining approval of an amended site plan as follows:
1. Alteration or expansion of an approved site plan may be permitted by the Zoning Administrator upon making the following findings:
    - a. The proposed amendment does not relate to a matter specifically required as a condition of approval by the approving authority.
    - b. Any proposed change of use is consistent with uses permitted on the site;
    - c. Existing uses were permitted when the site plan was approved, or have received a conditional use permit.
    - d. The proposed use and site will conform to applicable requirements of the Box Elder County Code;
    - e. The proposed alteration or expansion meets the approval standards of Subsection 2-2-110(E) of this section;
    - f. The architecture of the proposed alteration or expansion, and landscaping, site design and parking layout are compatible with facilities existing on the site; and
    - g. The site can accommodate any change in the number of employees on the site or any change in impact on surrounding infrastructure.

2. If the zoning Administrator cannot make the findings required in the foregoing subsection, a conditional use permit or amended site plan, as the case may be, shall be approved before any alteration or expansion occurs.

3. Except as provided in Subsection (1) of this section, the procedure for approval of an amended site plan shall be the same as the procedure for approval of an original site plan as set forth in this section.

J. **Revocation.** A site plan approval may be revoked as provided in Section 2-1 of this Code.

K. **Expiration.**

1. A conceptual site plan approval shall expire and have no further force or effect if an application for final site plan approval is not submitted within one (1) year after the conceptual site plan is approved.

2. A final site plan approval shall expire and have no further force or effect if the building, activity, construction or occupancy authorized by the approval is not commenced within one (1) year or not substantially completed within two (2) years.

The (2007) Box Elder Land Use Management & Development Code can be found on the County's Web Page at [www.boxeldercounty.org](http://www.boxeldercounty.org)



### UTILITY CONTACTS

<b>BEAR RIVER HEALTH DEPARTMENT</b>	Mike Rhodes (northern)	435-257-3318 (Tremonton)
	Clayne Shakespear (southern)	435-734-0845 (Brigham City)
<b>TELEPHONE COMPANIES</b>	Frontier Communications	Bill Hull
	Qwest	Bill Squires
<b>ROCKY MOUNTAIN POWER</b>	Robert Weyland	800-526-3557 (developers)
		435-257-6703 (northern)
<b>QUESTAR GAS</b>		801-395-6734
<b>WATER COMPANIES</b>		
Division of Water Rights	Logan Office	435-752-8755
ACME Water	Curtis Christensen	435-279-8464
UKON	Brian Shaffer	435-458-3379
Thatcher-Penrose	Yale King	435-854-3626
Bothwell Water Company	Doug Newman	435-854-3854
	Byron Nelson	435-854-9656
West Corinne	Curtis Marble	435-744-2960
Crouse Creek	Jay Turner	435-747-7488
Bear River Water Conservancy	Voneene Jorgensen	435-723-7034
Honeyville	Emily (Honeyville City)	435-279-8425
Snowville	Gary Frandsen	435-872-8274
Deweyville	Howard Healy	435-257-7778
Perry City		435-723-6461
Mantua City	Tracy Thompson	435-734-2339
Plymouth	Kim Starr	435-458-2107
Howell	Craig Hawkes	435-471-2219
South Willard	Richard Day	435-734-2137
Riverside/North Garland	Craig Anderson	435-257-3617
<b>BOX ELDER COUNTY FIRE MARSHALL</b>	Greg Martz	435-734-3833 or 734-2831

(revised 3-5-08)

### Box Elder County Planning Department Fees shall be as follows:

- Site Plan Review Application Fee \$375.00 + costs
- Conditional Use Permit Application Fee \$375.00 + costs

\*\*\*\*Nothing in this document should be seen as waiving any requirement of the (2007) Box Elder County Land Use Management and Development Code.

- Application for Appeal to Board of Adjustment \$375.00
- Small Subdivision (2 lots) without Improvements  
Application Fee \$375.00 + \$100.00 per lot/unit
- Subdivision: Concept Review Application Fee \$375.00 + \$10.00 per lot/unit
- Subdivision: Preliminary Approval Application Fee \$ 50.00 per lot/unit
- Subdivision: Final Approval Application Fee \$150.00 per lot/unit + **costs**
- General Plan Amendment \$450.00 + **costs**
- Zoning Map/Ordinance Amendment Application Fee \$450.00 + **costs**
- Minor Lot Line Adjustments \$175.00
- Administrative CUP (Home Occupation) \$ 25.00
- Land Use Development and Management Code \$ 0.25 per page
- General Plan \$ 0.25 per page
- 8 ½” x 11” Black and White Copies \$ 0.25 per page
- 8 ½” x 11” Color Copies \$ 2.00 per page

**Costs** = The (\$) amount beyond the application fee needed to cover the actual costs incurred by the County to review an application and inspect required improvements. The applicant will be notified of these costs in writing.

**(Adopted 9-18-07)**