

## LINDON CITY CODE

### Chapter 17.12

#### DOCUMENT SUBMISSION

#### AND REVIEW

##### Sections:

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##### Section 17.12.010 Application Submittal and Schedule for Review

Any Applications or submittal required by this chapter and title shall be submitted to the Planning Department for a review of completeness of the submittal requirements. Once the application or submitted material is determined to be complete, the Planning Director or appointed designee will schedule the item for review by the appropriate Land Use Authority. (Ord. 2010-1, adopted 3/2/2010, Ord. no.111 §1(part), 1985; prior code §12-103-1(A).)(Ord. 98-3, Amended, 10/03/2000)

##### Section 17.12.020 Time periods for planning commission and city council action.

Time periods for planning commission and city council action shall not begin to run until after complete applications are officially received by the Planning Department. (Ord. 2010-1, adopted 3/2/2010, Ord. no.111 §(part), 1985; prior code §12-103-1(B).)(Ord. 98-3, Amended, 10/03/2000)

##### Section 17.12.030 Fees.

Fees may be charged to applicants for any services and/or applications that are required by this division to be performed by public officers or

agencies. At the time of application submittal, the Planning Department shall charge and collect development fees at rates adopted in the Lindon City Fee Schedule. (Ord. 2010-1, adopted 3/2/2010, Ord. no. 111 §1(part), 1985; prior code §12-103-1(D).)(Ord. 98-3, Amended, 10/03/2000)

Section 17.12.050 Approval, denial, continuing. At each step of the review procedure, the Land Use Authority shall approve, continue, or deny the materials submitted to it, and where applicable shall approve, continue, or deny the entire application or any portion thereof. Any approval or disapproval made by the Land Use Authority shall be in the form of findings of fact and conclusions, which findings and conclusions shall be made available to the public by the planning commission within forty-five (45) calendar days of the meeting at which the application was reviewed. (Ord. 2010-1, adopted 3/2/2010, Ord. no.111 §1(part), 1985; prior code §12-103-1(F).)(Ord. 98-3, Amended, 10/03/2000)

##### Section 17.12.070 Formal action.

Formal action on any application, i.e., action approving or denying an application, shall be taken only at regularly scheduled or officially called meetings of the Land Use Authority. (Ord. 2010-1, adopted 3/2/010, Ord. no. 111 §1(part), 1985; prior code §12-103-1(H).)(Ord. 98-3, Amended, 10/03/2000)

##### Section 17.12.080 Public hearing.

Unless specifically required by this division, or other applicable law, no public hearing need be held unless the Planning Director or Planning Commission deems such a hearing to be necessary due to the application having more than routine significance and for which the surrounding property owners should be notified in order to protect the public interest. (Ord. 2008-1, amended 2/20/2008, Ord. no. 111 §1 (part), 1985; prior code §12-103-1(I).)(Ord. 98-3, Amended, 10/03/2000)

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### Section 17.12.110 Plan retention.

Plans, specifications and reports for all applications submitted to the local jurisdiction shall become the property of the public and shall be retained by the local jurisdiction for a minimum period of two (2) years. (Ord. no. 111 §1(part), 1985; prior code §12-103-1(L).)(Ord. 98-3, Amended, 10/03/2000)

### Section 17.12.115 Land Use Application Submittal Requirements

Land use application submittal requirements shall be followed as listed in the Land development Policies, Standard Specifications and Drawings manual (Development Manual). (Ordinance 2010-1, adopted 3/2/2010).

### Section 17.12.190 Review–Preliminary and Final approval.

For subdivision plats, and plat amendments, the Land Use Authority’s “Land Use Decision” constitutes the ‘preliminary plan.’ The Development Review Committee or their appointed designee shall be the final authority to assure full compliance, completion and finalization of all site plans, improvement plans, subdivision plats, property line adjustments, and plat amendments. This final approval does not constitute a “Land Use Decision” as defined and referenced in LCC 17.09. (Ord. 2010-1, adopted 3/2/2010, Ord. 98-3, Amended, 10/03/2000)

### Section 17.12.210 Land Use Approval Expiration.

<u>Land Use Approval</u>	<u>Expiration / time period approval is valid</u>
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- Subdivision (See 17.32 for phased development exceptions).
- Preliminary Plan 1 8 m o n t h s (Timeline begins day of Land Use Authority’s approval)
- \*Milestone for completion: Engineered improvement plans approved by City.
- Final Plat & Plans 12 months

(Timeline begins day the City Engineer stamps plat/mylar)

\*Milestone: City approved plat is recorded at the County Recorder’s Office.

- Plat Amendment(Preliminary and Final - same as subdivision expirations & milestones above)
- Conditional Use Permit Once conditions of approval are completed, valid for life of the property. CUP reviewable upon complaint with revocation possible for failure to comply with CUP conditions.  
\*Milestone: Conditions of approval completed within 12 months.
- Site Plan (See 17.17.125 for phased development exceptions).  
Land Use Authority Approval 1 2 m o n t h s (Timeline begins day of Land Use Authority’s approval)  
\*Milestone: Engineered improvement plans / site plan approved by City.
- Site Plan Approval 2 4 m o n t h s (Timeline begins day the City Engineer stamps finalized plans)  
\*Milestone: Building permit is issued for construction.
- Alteration of Non- (same as Site Plan expirations and milestones above)  
Conforming Use
- Property Line Adjustment Once approved and recorded, valid for life of the property.  
\*Milestone: City approved documents and/or surveys recorded at County Recorder’s Office within 12 months
- Variance No expiration. Valid for life of the property.
- Temporary Site Plan See LCC 17.17.140 for expiration and extension limits.

\*Unless otherwise stated within Lindon City Code, any required milestones shall be completed within these time limits. After expiration of these time periods, such approvals shall expire unless an

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extension of approval is granted by the Land Use Authority.

An application for an extension must be received no later than 30 days after the expiration. In no event shall the combined total of all preliminary, final, or combination of approvals be extended for a total period greater than 12 months (i.e., An applicant may request a 6 month extension for a preliminary approval and then a 6 month extension on a final approval – as long as the combination of the extensions does not exceed 12 months). If no extension is granted, and a land use approval has expired, the application becomes null and void. A new application will then be required which must meet all current ordinances and procedures established by code.

(Ord. 2010-1, adopted 3/2/2010, Ord. 98-3, Amended, 10/03/2000)