Welcome to Garden City Utah

Where Families Play

Garden City Project Checklist

A complete application packet must be filed with the Garden City Town Clerk at least **fourteen** (14) days prior to the meeting when your project will be considered. Subdivisions, PUD/PRUD, and Condominium projects are required to follow the Subdivision/PUD/PRUD Process, which also requires an AEG pre-meeting before turning in this packet.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.

PLEASE REFER TO ORDINANCES FOR A LIST OF REQUIRED DOCUMENTS TO BE INCLUDED WITH THE FOLLOWING PROJECT APPLICATIONS:

☐ **Subdivision Plat**: $3,000 Deposit * 11E
Preliminary Plat: $500 per plat + $10 per lot 11E-400
Final Plat: $500 per plat + $10 per lot 11E-500
Subdivision packets must include A, 15 of B, 4 of C, D, E, & F for each plat

☐ **Condominium Plat**: $3,00 Deposit * Must follow Subdivision Ordinance, Chapter 11E and/or Planned Unit Development Ordinance, Chapter 11F and:
Condominium Plat: $500 per plat + $10 per lot 11E-524
Townhouse Plat: $500 per plat + $10 per lot 11E-525
Condominium packets must include A, 15 of B, 4 of C, D, E, & F for each plat

☐ **Planned Unit Development or Planned Residential Development (PUD or PRUD)**:
$3,000 Deposit * 11C-1950, 11F & 11 E
Preliminary PUD Development Plan: $1,000 11F-103
Final Development Plan: $1,000 11F-107
PUD/PRUD packets must include A, 15 of B, 4 of C, D, E, & F for each plat

☐ **Readjustment of Lot Lines or Lot Splits**: $250 11E-506
Packets must include A, B, C, D, E, & F, Also, a deed for each lot

☐ **Vacation of Subdivision**: $300 11E-523
Packets must include A, 15 of B, 4 of C, D, E, & F

☐ **Conditional Use Permit:** $300
CUP packets must include A, 9 of B, D, E, & F

☐ **Variance**: $250 11B-308
Variance Packets must include A, B, D, E, & F

☐ **Annexation:** $300 for first acre or less, $20 per acre for each additional acre (Maximum of $1,000) 11A-300
Annexation packets must include A, 15 of B, 4 of C, D, E, & F

☐ **Zone Change:** $300 for first acre or less, $20 per acre for each additional acre (Maximum of $1,000) 11A-302
Zone Change packets must include A, 15 of B, 4 of C, D, E, & F

P.O. Box 207 • 69 North Paradise Parkway • Garden City, Utah 84028
Phone: (435) 946-2901 • Fax (435) 946-8852
EMail: townofgardencity@gmail.com • Website: www.gardencityut.us

☐ **Encumbrance**: $250
Encumbrance Packets must include A, B, D, E, & F

☐ **Un-Encumbrance**: $250
Un-Encumbrance Packets must include A, B, D, E, & F

☐ **Appeal**: $250
Appeal Packets must include A and a letter from the property owner outlining the reason for the appeal.

☐ **Extension of Time**:
Extension of Time Packets must include A, and a letter from the Developer explaining the reason for the extension request.

☐ **Other Land Use Permits**: $50
Packets must include A, B, D, E, & F

☐ **Water Share Transfer**:
Water Share Transfer Packets must include A

* The $3,000 deposit is used to cover engineer costs, attorney costs, recording fees, etc. The balance will be refunded to developer.

PACKET DOCUMENTATION REQUIREMENTS

A. Completed Garden City "Application for Project Review" form.
B. 11"x14' or 11'x17' plot plan showing lot dimensions and area, and the location, uses dimensions, and set backs of all existing and proposed buildings. Any right-of-ways or easements must be shown if applicable.
C. A "D" size (22" x 34") plot plan showing lot dimensions and area, and the location, uses, dimensions, and set backs of all existing and proposed buildings. When appropriate, include the same information for property from which a new lot is being created. Plot at appropriate scale (e.g. 1"=50' or 1"=100')
D. A legal description and current ownership plat of the property.
E. A current Title Report or Preliminary Title Report showing ownership. Must match legal description on plat.
F. An electronic copy of plat.

Please review Garden City ordinances for requirements for each type of project. Garden City ordinances can be found at www.gardencityut.us .

Application for Project Review
Garden City, Utah

This application must be accompanied with the necessary and appropriate materials, as stated on the project checklist, before it will be accepted for processing. The date upon which the project will appear on an agenda is determined by the notification schedule required by the State of Utah. The project will be scheduled for the next meeting for which a legal notice has not yet been prepared, after an application is accepted as complete by the Town Staff.

Type of Application (check all that apply):	Ordinance Reference:
☐ Annexation	11A-301
☐ Appeal	11B-400
☐ Conditional Use Permit	11C-500
☐ Condominium/Townhouse	11E-524 or 11E-525
☐ Encumbrance	
☐ Extension of Time	Subdivision 11E-503/PUD or PRUD 11F-107-A-2
☐ Lot Split/Lot Line Adjustment	11E-506
☐ PUD Conceptual	11C-1950, 11E-100, and 11F-100
☐ PUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
☐ PRUD Conceptual	11C-1950, 11E-100, and 11F-100
☐ PRUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
☐ Subdivision	11E-100
☐ Vacation of Subdivision	11E-523
☐ Variance	11B-308
☐ Water Transfer	13A-1300
☐ Zone Change	
☐ Other Land Use Permit _____	

Project Name: _____ Current Zone:_____ Proposed Zone: _____

Property Address: _____

Parcel # ____ - ____ - ____- _____

Contact Person: _____ Phone #: _____

E-mail address:_____

Mailing Address: _____

Applicant (if different): _____ Phone #: _____

Mailing Address: _____

Property Owner of Record (if different): _____ Phone #: _____

Mailing Address: _____

Project Start date: _____ Completion date: _____

Describe the proposed project as it should be presented to the hearing body and in the public notices.

_____

_____

_____

_____

Lot Size in acres or square feet: _____ Number of dwellings or lots: _____

Non-residential building size: _____

I certify that the information contained in this application and supporting materials is correct and accurate.

_____
Signature of Applicant

I certify that I am the Owner of Record of the subject property and that I consent to the submittal of this application. **Owner of Record MUST sign the application prior to submitting to Garden City.**

_____
Signature of Owner of Record

_____
Signature of Owner of Record

_____
Signature of Owner of Record

Office Use Only
Date Received: _____ Fee: _____ By: _____