LEHI

PIONEERING UTAH'S FUTURE

APPLICATION FOR SITE PLAN APPROVAL

(Sections 11.230 – 11.300 Lehi City Development Code)

For Office Use Only

File #:_____ Application Date:_____ Project Name: _____

Date Paid:_____ Receipt Number: _____

Fee: Residential: $350 + $75 per lot or unit

Non Residential:$350 per acre or $50 per 1,000 sq. ft. of building (whichever is greater)

Project Name:_____

Project Location:_____Project Acreage:_____

Name of Applicant or Authorized Agent(s): _____

Address: _____City: _____State:_____ Zip: _____

Phone#: _____Cell#:_____Fax#: _____Email: _____

Name of Owner(s) (if other than applicant): _____

(If more than one owner, attach additional information for each owner to this application)

Address: _____City: _____State:_____ Zip: _____

Phone#: _____Cell#:_____Fax#: _____Email: _____

Owner's Signature of Authorization to file: _____

(If more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer or Land Surveyor: _____

Address: _____City: _____State:_____ Zip: _____

Phone#: _____Cell#:_____Fax#: _____Email: _____

APPLICATION SUBMITTAL PROCEDURES

(1) _____ The applicant shall ***make an appointment*** to meet with a member of the Planning Staff at least one day in advance. **Plans that are "dropped off" without an appointment will not be accepted.**

(2) _____ At the Staff/applicant meeting the applicant shall submit *one 36 x 24 inch* copy of the proposed Site Plan. The staff member will review the submittal with the applicant to determine whether it is complete, and whether the Site Plan contains all the information from the Site Plan Checklist outlined below.

(3) _____ Once the application is determined complete by the Staff, the applicant shall submit:

- (a) _____ All fees.
- (b) _____ This completed application form.
- (c) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch copies.*
- (d) _____ *Three (3) eleven by seventeen (11 x 17) inch* reproducible copy of the proposed Site Plan.
- *(e)* _____ *Three (3) copies* of the drainage study with narrative (must be stamped and signed by a licensed engineer).
- *(f)* _____ *Three (3) copies* of the CBR test results and/or geotechnical report.
- *(g)* _____ *Seven (7) copies* of any restrictive covenants (CC&Rs), bylaws, environmental studies etc. (if applicable)
- *(h)* _____ *One (1) electronic copy in PDF format.*

When all materials are submitted, the request will be scheduled for review by the Development Review Committee (DRC). Applications are scheduled on a first come first serve basis and space is limited.

APPLICATION REQUIREMENTS

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. If the Site Plan contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for Site Plan Approval (*additional information may be required by the Staff, Planning Commission or City Council*).

The staff, DRC, Planning Commission and City Council must be able to physically identify the property included in the proposed site plan on the zoning district map. If deemed necessary, a survey of the property included in the proposed amendment may be required by the city. If a survey is required, please submit a copy of the survey and indicate the name and phone number of the surveyor.

Follow carefully the Checklist below and ***initial each item*** as being completed, or put N/A if waived by staff or not applicable to approval process:

Format and General Items

(1) _____ Name of development.
(2) _____ Surveyed boundary of the Site Plan accurate in scale, dimension and bearing including all adjacent and contiguous property under the control of the owner (even if only a portion is to be developed) giving the location and ties to the nearest horizontal control monument and section corner, benchmark, or monument (if survey is required).
(3) _____ Graphic and written scale at no more than one (1) inch equals one hundred (100) feet or as recommended by City Engineer.
(4) _____ North arrow.
(5) _____ A vicinity map locating the Site Plan in relation to adjoining and nearby streets (use City coordinates for all street addresses), developments and other prominent landmarks.
(6) _____ Location of existing features within and contiguous to the proposed Site Plan including:
  (a) _____ Existing public utility easements
  (b) _____ Irrigation ditches, culverts, drain pipes and/or drainage channels
  (c) _____ Railroads
  (d) _____ Bridges
  (e) _____ Power lines (must identify ownership of lines as Lehi City or UP&L)
  (f) _____ Water bodies, springs, or water sources within twenty-five hundred (2,500) feet
  (g) _____ Equestrian, pedestrian and bicycle trails
(7) _____ Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by City Engineer.
(8) _____ Location and names of adjacent properties/property owners and platted subdivisions.
(9) _____ An indication of the project zoning and zoning on adjacent properties.
(10) _____ Location, *height and type* of existing fence lines within and contiguous to the Site Plan.
(11) _____ Location, type, and height of any new fencing, berming or other buffering to be installed as part of the development, including any fencing required to comply with Section 18-010 - Right to Farm.
(12) _____ Location, use, dimensions and square footage of all existing and proposed buildings within the proposed Site Plan. Indicate which buildings are to remain and which are to be removed.
(13) _____ Building setback lines (building envelopes).
(14) _____ Location and extent of all cuts and fills exceeding (3) three feet anywhere on the project site and any associated retaining walls.
(15) _____ Location of proposed easements including any required easements for water, sewer, drainage or irrigation, steep slopes, and temporary turnaround easements.

Roads/Parking Lots

(16) _____ The location of existing and proposed roads, including names and dimensions. Label any private roads as private.
(17) _____ The location and width of all existing and proposed entrances onto adjacent roadways.
(18) _____ The location, dimensions and surface type (pavement design) of all parking facilities including handicapped stalls and loading areas, and the location and dimension of backup isles.
(19) _____ Location of all existing and proposed curb, gutter and sidewalk within the Site Plan including an indication of the grades. Be sure to specify any reverse slope curbing, label private curbs as private and include a typical detail.
(20) _____ Location of any necessary temporary turnaround easements for emergency access on dead end roads.
(21) _____ Street intersection offsets of not less than 150 feet

(22) _____ If adjacent to a State road specify UDOT access size and location.

Water/Sewer

(23) _____ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed Site Plan).

(24) _____ Location and size of existing and proposed sewer mains (including existing lines adjacent to and/or affected by the proposed Site Plan).

Drainage

(25) _____ Drainage system calculations and an explanatory narrative, stamped and signed by a licensed engineer, with the Lehi City rainfall intensity curves attached (For detention/retention basins, submit calculations to justify sizing based on 100 year design storm).

(26) _____ Existing and proposed storm drainage improvements including major drainage facilities, outfalls, and discharge

(27) _____ Flow arrows showing direction of storm water surface flows.

(28) _____ Location of detention/retention basins with the following information identified:

- (a) _____ Cross section of detention pond
- (b) _____ 100 year water level
- (c) _____ Capacity of detention pond in cubic feet
- (d) _____ Minimum 1 foot freeboard
- (e) _____ 3:1 slopes or flatter
- (f) _____ Grass covering and underground sprinkler system

(29) _____ A written statement from the appropriate agency or landowner accepting responsibility for all surface and subsurface drainage, which is directed into channels owned, by the agency/owner (such as irrigation companies, private land owners, etc.)

(30) _____ If no detention pond is shown on the plans, provide a note explaining how the detention is to be handled.

Irrigation Ditches

(31) _____ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed Site Plan on any irrigation channels or ditches and any piping or other mitigation required.

(32) _____ The location and size of any required piping for irrigation ditches as per the irrigation company letter.

Sensitive Lands

(33) _____ Identification of natural features or sensitive lands including, but not limited to:

- (a) _____ Wetlands
- (b) _____ Floodplains, floodways and areas which would be covered in water in a 100 year storm event
- (c) _____ Areas where ground water rises periodically to within two (2) feet of the surface of the ground
- (d) _____ Slopes exceeding thirty (30) percent
- (e) _____ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the Site Plan)
- (f) _____ Threatened or endangered species habitat areas

(34) _____ A letter from the Army Corp of Engineers regarding any wetland areas within boundaries of the proposed Site Plan

Building Elevations

(35) _____Proposed building elevations with an indication of the building height, proposed building materials and exterior colors.

Lighting

(36) _____ The location of all existing and proposed outdoor lighting fixtures and the manufacturers specifications of the area to be lighted with such fixtures including:

- (a) _____ Exterior lights (See Section 12.110 for shielding, glare and downward directional requirements)
- (b) _____ Parking lot lighting (See Section 12.110 for shielding, glare, material, height and directional requirements)

Dumpster

(37) _____ Location of solid waste container(s) including design provisions for screening (include City's standard dumpster site detail which requires a 13' x 12' concrete skirt in front of the dumpster, 6' masonry wall around dumpster, and opaque gates)

Power

(38) _____ Location of power meter(s) and transformer. Include the City's standard detail for transformer pad, and for multiple meters, show a detail of the meter configuration.

(39) _____ An indication of the panel size and voltage requirements for the project.

Required Notes to be Shown on the Site Plan

(40) _____ Calculation of Site Plan areas including:

(a) _____ Total acreage.

(b) _____ Amount of landscaping (shown in square feet as well as a percent of the total acreage).

(c) _____ Square footage of all impervious surfaces, including the roof top area of all buildings, roads and parking facilities, curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, or outdoor mechanical equipment.

(41) _____ If roadway dedication is required, a notation of the distance (shown as a dimension and note on the plan) from the centerline of each existing road right-of-way (centerline of existing asphalt) to the new property line of the Site Plan.

(42) _____ A notation of any limited access restrictions.

(43) _____ If surface drainage is to be directed onto a privately owned area for detention or retention as part of the storm drainage system, show an easement around the detention/retention area on the Site Plan with the following note on the easement area:

"Permanent detention/retention (whichever is applicable) facility to be owned and maintained by the owners of this property not to be altered or removed without approval from the Lehi City Council and Lehi City Engineer"

(44) _____ If the proposed subdivision is adjacent to or in close proximity to an existing agricultural area or activity, the following note regarding the Right to Farm must be added to the Site Plan:

"This area is subject to the normal everyday sounds, odors, sights, equipment, facilities, and all other aspects associated with an agricultural lifestyle. Future residents should also recognize the risks inherent with livestock."

(45) _____ If a temporary turnaround is required, add the following note on the Site Plan with reference to the turnaround:

"84' temporary asphalt turnaround with appropriate road base, 3 no parking signs installed, and no above ground utilities allowed in the turnaround area."

Landscaping Plan

(46) _____ Landscaping Plan for all landscaped areas which includes:

(a) _____ Planting areas with a list of the name, number and size of plants designated for each area.

(b) _____ Location, name and size of all existing trees and shrubs to be incorporated as part of the landscape plan (please note that one (1) 2.5 inch caliper canopy tree per 50 feet is required along the frontage of all public streets).

(c) _____ Tabulations for the amount of watered landscaped area.

(d) _____ The location and size of the pressurized irrigation service(s). The size of the service(s) must be adequate to maintain the planting areas based on the amount (acreage) of the landscaped area.

(e) _____ A note stating that a rain sensor will be installed as part of the irrigation sprinkler system.

(f) _____ Indication of proposed seed mix for grass areas and rate of application (previously accepted seed mixes have included: 18% "Bluestar" Kentucky Bluegrass, 19% "Marquis" Kentucky Bluegrass, 17% "Newport" Kentucky Bluegrass, 17% "Touchdown" Kentucky Bluegrass, 16% "APM" Perennial Ryegrass, 13% "Accent" Perennial Ryegrass at a rate of 220 lbs. per acre).

(g) _____ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 35 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of 3 feet above finished grade shall be allowed in the clear view area (including trees and tree canopies).

Construction Drawings

(47) _____ Plan and profile drawings of all required public improvements consistent with Lehi City Design Standards and Public Improvement Specifications. Construction drawings must be stamped by an engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. Construction drawings shall include:

(a) _____ A utility index or cover sheet at the same scale as the Site Plan, which includes all public utility information.

(b) _____ A utility legend with the material types noted (sewer = SDR-35 PVC; culinary water = C200 PVC SDR-21; pressurized irrigation = DR 18 C900 PVC purple pipe).

(c) _____ Location, depth, *pipe type (pipe type may be noted in a legend)*, and slope of all drainage, sewer and irrigation lines (in conformance with letter issued by the irrigation company) including the location and proper spacing of all boxes, manholes and other improvements and details of any detention basins and related piping and orifices. Be sure to number all manholes, boxes, etc. in plan and profile drawings.

(d) _____ Location, pipe type, and size of existing and proposed culinary and pressurized irrigation lines and service laterals (note where bends are required on water lines).

(e) _____ On the culinary water service, show a USC approved RPZ backflow preventer with a note that it will include a hot box and power to the box to prevent freezing. Show the culinary and pressurized irrigation service laterals next to each other.

(f) _____ Location of existing and proposed fire hydrants, valves, and blowoffs.

(g) _____ Cross sections of all roads including pavement design, base and sub base amounts (indicate the CBR value used to determine the amount of sub base required on the cross section).
(h) _____ Location of power line extensions and streetlights.
(i) _____ Street signs, and traffic control signs.
(j) _____ If irrigation piping is required, add a signature block for the applicable irrigation company on all plan sheets where the irrigation piping shown.
(k) _____ Where applicable, show a grease trap and sampling manhole, with the domestic sewer tying into the sewer lateral after the grease trap/sampling manhole. Also add a note stating that they will be installed as per TSSD (Timpanogos Special Service District) specifications.
(l) _____ If applicable, show a PIV (post indicator valve) (must be located outside the collapse zone of the building).
(m) _____ Location of Knox Box for emergency access to the building (should be near the front door).

(48) _____ Construction drawings are to include the following notes:
(a) _____ A note stating that one (1) color electronic copy of as-built drawings, formatted in accordance with Section 3 of the 2009 edition of the Lehi City Design Standards, shall be submitted to the City upon completion of the public improvements; including, water, sewer, storm drain and power.
(b) _____ A note stating that all construction is to be done as per the 2009 edition of the Lehi City Design Standards and Public Improvements Specifications.
(c) _____ A note stating that all ADA accessible sidewalk ramps will be constructed in accordance with the 2009 edition of the Lehi City Design Standards and Public Improvements Specifications.
(d) _____ A note stating that prior to construction, an erosion and sedimentation control plan will be submitted to the Public Works Director for approval.
(e) _____ A note stating that prior to commencement of any work, a preconstruction meeting will be held with the Public Works Director, Chief Building Official, city inspectors, the contractor and the property owner.

Other Required Items

(49) _____ If the Site Plan is proposed as a PUD, the applicant must complete an application for PUD and provide detailed information regarding proposed features including building elevations, materials, and amenities.
(50) _____ A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.
(51) _____ Prepared easements for any necessary offsite water, sewer, or drainage easements across privately owned land, or for temporary turnarounds.
(52) _____ Any necessary deeds, boundary line agreements or road dedication necessary for approval of the Site Plan.
(53) _____ Any required UDOT approvals for access or other improvements along a State road.
(54) _____ An engineer's estimate of costs for construction of all required public and site improvements.
(55) _____ A preliminary title report covering all the property located within the Site Plan. The report shall be prepared or updated within thirty (30) days of the date of the Site Plan approval.
(56) _____ Where required, three (3) copies of the California Bearing Ratio (C.B.R.) test results.
(57) _____ A final copy of any restrictive covenants (CC&Rs), reservations, or private easements.
(58) _____ Letter from the Utah County Health Department regarding any proposed septic tanks or leach fields.
(59) _____ During the DRC review process, the proposed property lines along existing streets must be staked for review by staff.
(60) _____ For projects located in a PUD or Planned Community or other development with restrictive covenants, a letter or other verification from an architectural review committee or similar review body that the applicant has complied with any requirements of the CC&R's (if applicable).
(61) _____ Prior to the pre-construction meeting, Lehi City Staff will make copies of plans for the meeting from the check set and the developer will pay fees for the copies. When changes need to be made to a check set, revise the affected sheets only. Copies for the preconstruction meeting must be made by staff and paid by the developer prior to the preconstruction meeting being scheduled

EFFECTIVE PERIOD OF SITE PLAN APPROVAL

The approval of a Site Plan shall be effective for a period of one (1) year from the date the Site Plan is approved, at the end of which time substantial construction must have taken place. If substantial construction or development has not taken place within the one (1) year period of date of approval the Site Plan approval shall be void, and the applicant shall be required to submit a new Site Plan for review and approval subject to the then existing provisions of this Code and General Plan. After approval of a Site Plan, the applicant may apply for building permits consistent with the approved Site Plan.

APPLICANT (S) CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature_____Title_____ Date_____

PLEASE NOTE: Attendance at Planning Commission and City Council meetings is <u>required</u> by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.