



APPLICATION FOR CONCEPT REVIEW
 (Section 11-010 - 11-040 Lehi City Development Code)

For Office Use Only		
File #:	Application Date:	Project Name:
	Date Paid:	Receipt Number:
Fee: Planned Community \$500.00 + \$2 per acre. \$20.00 per lot or unit (single family residential); \$100 + \$5/unit (multi-family residential) or; Non residential: \$100.00 + \$10 per acre.		

Proposed Project Name: _____ Project Acreage: _____

Address of Proposed Project: _____ Number of lots/units: _____

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 (if applicable): _____
 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 for a **pre-submittal meeting** at least one day in advance. **Plans that are "dropped off" without a pre-submittal meeting will not be accepted.**
- (2) _____ At the pre-submittal meeting the applicant shall submit **One 11 x 17 inch** copy of the proposed Concept Plan. The staff member will review the submittal with the applicant to determine whether it is complete, and whether it contains all the information from the Concept Plan Requirements 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) _____ *One (1) thirty-six by twenty-four (36 x 24) inch copy and Nine (9) eleven by seventeen (11 x 17) inch copies of the complete Concept Plan.*
 - (d) _____ *Nine (9) copies of all other required information including a narrative.*
 - (e) _____ *One (1) electronic copy in PDF format.*

The request will then be scheduled for review by the Planning Commission and City Council, and if deemed necessary by the Reviewing Departments. The deadline for submittals is Thursday at noon.

PURPOSE

The Concept Plan gives the applicant, staff, Planning Commission and City Council an opportunity to discuss a project prior to the preparation of a Preliminary Plat/ Site Plan. The applicant can use the Concept Plan meetings to ask questions and receive direction on project layout. After review of the concept plan, the applicant may be advised of the specific changes or additions that may be required in the layout as a prerequisite to the approval of the Preliminary Plat/Site Plan. The applicant may also want to consult the Neighbors of the proposed project to get their views and concerns.

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual before submitting any type of project application. The applicant should realize that a typical time frame for approval of a major project in Lehi City is at least four months or more, depending on the complexity of the proposed development. A concept Plan application is only the first step.

CONCEPT PLAN REQUIREMENTS

Applications for Concept Review must include the following information.

- (1) _____ Proposed Concept layout that identifies:
 - (a) _____ Proposed lot lines and lot sizes.
 - (b) _____ Name of the current owner of the subject property.
 - (c) _____ All existing structures, including setbacks and existing easements.
 - (d) _____ Location and names of adjacent properties/property owners and platted subdivisions.
- (2) _____ A written description of the proposed development which addresses the following issues:
 - (a) _____ Type of development.
 - (b) _____ Proposed building materials.
 - (c) _____ Proposed CC&Rs (if any).
 - (d) _____ Proposed amenities to be included in the development (landscaping, fencing, trails, special lighting, design theme etc.).
- (3) _____ Proposed building elevations and floor plans.
- (4) _____ A county plat map indicating the proposed area of development.
- (5) _____ Supporting documentation, maps, studies and any other information that would allow the Planning Commission and City Council to make a well-informed decision.
- (6) _____ As a courtesy to property owners, all applicants for Concept Plan shall provide the City with **stamped and preaddressed envelopes (#10 business size)** for each owner of record of each parcel located entirely or partly within three hundred (300) feet from any boundary of the property subject to the application, including any owners of property in unincorporated Utah County or adjacent municipalities, together with a **mailing list for those owners**. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.

APPLICANT(S)/OWNER(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.

Applicants Signature _____ Title _____ Date _____

CONCEPT PLAN REVIEW PROCESS

