



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

For Office Use Only

File #: _____ Application Date: _____ Receipt #: _____ Planner: _____

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 contact a member of the Planning Staff before submitting plans electronically.
- (2) _____ The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create> (Agency Code Leh02), including:
 - (a) _____ the completed application and all other required information from the checklist outlined below.
- (3) _____ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) _____ The applicant shall provide stamped, addressed #10 business envelopes for all property owners within 300 feet, including a mailing list. 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.

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

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) _____ Supporting documentation, maps, studies and any other information that would allow the Planning Commission and City Council to make a well-informed decision.

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

