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LEHI CITY
PIONEERING UTAH'S FUTURE

APPLICATION FOR SITE PLAN APPROVAL WITH AN EXISTING BUILDING
(Section 11-230 Lehi City Development Code)

For Office Use Only

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

Fee: See Permitted or Conditional Use Application

Project Name:_____

Project Location:_____

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 required): _____
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 36 x 24 inch* copy of the proposed Site Plan. The staff member will review the submittal with the applicant to determine whether the plan contains all the information from the Application 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) _____ *Ten (10) eleven by seventeen (11 x 17) inch* reproducible copies of the Site Plan if plans are legible at that size. Otherwise submit *four (4) eleven by seventeen (11 x 17) and seven (7) twenty-four by thirty-six (24x36) inch copies.*
- (d) _____ *Ten (10) copies* of a **narrative** and any other supporting documentation.
- (e) _____ *Three (3) copies* of the drainage study (If required – see application checklist for more information).

When <u>all</u> materials are submitted, the request will be scheduled for review by the Reviewing Departments. Applications are scheduled on a first come first serve basis and space is limited. The deadline for submittals is Thursday at 4:00 pm.

Application Requirements

Please note that these requirements have been simplified for projects with an existing building. All projects with new construction need to follow the full Application requirements for Site Plan Approval. The following information, at a minimum, shall be included with the application for a Site Plan with an Existing Building. The Staff, Planning Commission or City Council may require additional information.

Please ***<u>initial each item</u>*** as being completed, or put N/A if waived by staff or not applicable to approval process:

<u>Format and General Items</u>

(1) _____ Name of development.
(2) _____ Boundary of the Site Plan accurate in scale and dimension including all adjacent and contiguous property under the control of the owner (even if only a portion is to be used).
(3) _____ Indication of total acreage.
(4) _____ North arrow.
(5) _____ Location of existing easements or right-of-way, including those contiguous to the planned area, their nature, and width.
(6) _____ Location and names of adjacent properties/property owners and planned subdivisions.
(7) _____ Indication of project zoning and zoning on properties adjacent to the proposed Site Plan.
(8) _____ Location, use, dimensions and *square footage* of all existing and proposed buildings included in the site plan. Indicate which buildings are to remain and which are to be removed.

<u>Landscaping/Fencing</u>

(9) _____ Location and amount of existing landscaping and any proposed new landscaping (shown in square feet as well as a percent of the total acreage).
(10) _____ Location, *height and type* of existing or proposed fence lines within and contiguous to the Site Plan.

<u>Lighting</u>

(11) _____ 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.
  (b) _____ Parking lot lighting.

<u>Roads/Parking Lots</u>

(12) _____ Location of existing roadways including general dimensions and names.
(13) _____ The location and width of all existing and proposed entrances onto adjacent roadways.
(14) _____ The location, dimensions and surface type of all parking facilities including handicapped stalls and loading areas, and the location and dimension of backup isles.
(15) _____ Location of all existing and proposed curb, gutter and sidewalk within the Site Plan with flow arrows showing direction of storm water surface flows.
(16) _____ If new access is proposed, indicate proposed access size and location (UDOT approval will be required for new accesses along State roads).

<u>Water/Sewer</u>

(17) _____ Location and size of existing culinary and pressure irrigation water lines.
(18) _____ Location of existing sewer mains.

<u>Drainage</u>

(19) _____ Drainage system calculations (required if hard surface area is increased or existing drainage problems need to be addressed. If study is required, it must be stamped and signed by a licensed engineer).
(20) _____ The location of any existing or proposed storm drainage improvements including:
  (a) _____ Major drainage facilities, outfalls, and discharge.
  (b) _____ Drainage pipe locations, and sizes and location of catch basins or curb inlet boxes.

<u>Building Elevations</u>

(21) _____Building elevations including the height, colors, and building materials and an indication of any proposed changes to said elevations.

<u>Dumpster</u>

(22) _____Location of solid waste container(s).

Effective Period of Site Plan Approval with an Existing Building

The approval of a Site Plan With an Existing Building shall be effective for a period of one (1) year from the date the plan is approved, at the end of which time substantial construction or occupancy of the site for the use approved 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 with an Existing Building, the applicant may apply for building permits consistent with the approved Site plan.

Applicant 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.