



CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

PRELIMINARY DESIGN PLAN APPLICATION

For Office Use Only

Application #: _____	Fee: _____
Date Received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Concept Approval: _____	Other Files: _____
Proposed Use: _____	
Planning Commission Date: _____	Approved: _____ Denied: _____
City Council Date: _____	Approved: _____ Denied: _____

Project Name: _____

Address: _____

Applicant Name: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Representative Name: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

*If you have any questions about this application, please contact the
Community Development Department at (801) 335-8700.*

(Revised 12.09.2015)

ADDITIONAL INFORMATION

(attach addition sheets if needed)

1. Please explain the project:

2. Identify any impacts and/or conflicts with adjacent land uses, along with proposed mitigation of all adverse aspects of the plan:

3. Please provide the following information:

	Square Feet/Acres	% of Total Development	Number of Units
Parking			
Streets			
Developed Parks			
Natural Open Spaces			
Building Coverage (Residential)			
Building Coverage (Commercial)			
Building Coverage (Industrial)			

Notice to All Applicants

Application Deadline: Minimum 3 weeks prior to desired Planning Commission Meeting

Meeting this deadline does not guarantee placement on the Planning Commission agenda, which will be determined by completeness of application, conformance to required standards, and staff work load. Every effort will be made to process applications in a timely manner.

Initial Plan Sets Submittal: (civil, landscaping, architecture)

Three (3) 24" x 36" & Two (2) 11" x 17"

Pdf copy emailed

Corrected Plan Sets Submittal: (corrections deadline Monday one week prior to meeting date)

Two (2) 24" x 36" & Two (2) 11" x 17"

PDF copy emailed.

APPLICATION REQUIREMENTS

- Completed and signed application form
- Non-refundable Preliminary Design Plan review fees
- Preliminary title report
- Evidence that the applicant has sufficient control and financial capability over the land to effectuate the proposed use.
- Will Serve/Access Letters (where applicable):
 - Water (other than NSL)
 - South Davis Sewer District
 - UDOT
- Utility company services letters addressing:
 - Approved plan review
 - Extent of service availability
 - Utility easements
 - Development costs
- Phasing Plan
 - Estimated starting and completion dates for each phase
 - Grading for each phase
 - Landscaping for each phase
- Proposed protective covenants, articles of incorporation, association or condominium. (*when applicable*)
- Any agreements with adjacent property owners
- Documents demonstrating compliance with state air emissions and water discharge standards
- Traffic report from a qualified traffic engineer, when required

PLAN SET REQUIREMENTS

- Vicinity Plan & Location Map including the following drawn to scale:
 - Zoning districts;
 - Adjacent property owners names
 - North arrow
 - Topographic contours intervals of at least two feet (2')
- Preliminary Design Plan shall include
 - Owner/developer, address, and telephone

- Project designer, address, and telephone
- Scaled minimum 1" = 100' with north arrow.
- Soils Report
- Geologic Hazards Report where applicable (NSL Code Chapter 12)
- Proposed development name
- Street plan, existing, proposed, and future streets & connections
- Proposed street names
- Land Surveyor Certification
- Boundary lines with all dimensions shown
- Existing sanitary sewers, storm drains, sub-drains, culinary and secondary water supply mains and culverts and other utilities within the tract or within one hundred feet (100') thereof.
- Location, widths and other dimensions of proposed streets, alleys, easements, parks, and other open spaces and lots with the size of each lot in square footage and proper labeling of spaces to be dedicated to the public.
- Within the project and one hundred feet (100') of the boundary, location, principal dimension, and names of all existing or recorded:
 - streets, alleys and easements
 - existing bench mark or monument and section lines
 - all watercourses, public utilities, and
 - other important features and
 - existing structures
 - railroads
 - power lines
 - exceptional topography
- Within the project or within two hundred feet (200'), location of existing:
 - bridges, culverts, surface or subsurface drainage ways,
 - utilities
 - buildings or other structures
 - pumping stations or appurtenances
 - all known wells or springs
 - 100-year floodplain
- Proposed off site and on site:
 - culinary and secondary water facilities
 - sanitary sewers
 - storm drainage facilities
 - fire hydrants
- Boundary lines of adjacent tracts within one hundred feet (100') with ownership and property monuments
- SWPPP-Soil erosion and sedimentation control plan prepared by a registered civil engineer –using current Utah DWQ template available at www.deq.utah.gov
- Existing and proposed easements, including solar, utility lines, water and sewage lines, storm drains and facilities, watercourses, irrigation systems, land drains, etc.
- Dimensional parking layout with parking stalls, driveways, ingress and egress.

- Grading plan with existing and proposed contour lines at no greater than two foot (2') intervals at a scale of not less than one inch equals one hundred feet (1" = 100').
- Landscaping plan.
 - Distribution of plant material, existing trees, and work involved as related to slope control and/or physical environment
 - Special effects and decorative materials
 - Automatic irrigation systems
 - Recreation equipment.
- Storm water drainage plan by which the developer proposes to handle storm water drainage for an event with a ten (10) year return period for all storm drain pipe, and for an event with a one hundred (100) year return period for all storm drain detention basins. Demonstration of Low Impact Development (LID) strategies.

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by North Salt Lake City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Community Development Department.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

Mailing Address: _____

Street Address and/or Attach Legal Description of Subject Property:

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.
4. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.