



# CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

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

## SITE PLAN

APPLICATION

*For Office Use Only*

Application #: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date received: \_\_\_\_\_ Paid: \_\_\_\_\_  
Pre-Application Date: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Project Planner: \_\_\_\_\_ Zone: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
CUP Required Yes / No File #: \_\_\_\_\_ Public Hearing Yes / No Date: \_\_\_\_\_  
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 12.08.2015)*

## **ADDITIONAL INFORMATION**

*(attach addition sheets if needed)*

1. Please explain the project (type of business, daily operations, shipping/receiving, number of employees on peak shift):

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

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3. Please provide any additional pertinent information:

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<b>Stormwater Management (to be completed by design engineer)</b>		<b>YES</b>	<b>NO</b>
1. Is this project located within a drinking water source protection area?		<input type="checkbox"/>	<input type="checkbox"/>
2. Development of a new commercial retail or office project <input type="checkbox"/> Retail: sq. ft. _____ <input type="checkbox"/> Restaurant: sq. ft. _____ <input type="checkbox"/> Office: sq. ft. _____ <input type="checkbox"/> Other (specify) _____ sq. ft. _____		<input type="checkbox"/>	<input type="checkbox"/>
3. Development of a new industrial project Description: _____ sq. ft. _____		<input type="checkbox"/>	<input type="checkbox"/>
4. Development of a new residential project Type: _____ No. Units _____		<input type="checkbox"/>	<input type="checkbox"/>
5. Redevelopment of an existing site? <input type="checkbox"/> Removal of existing uses/structures (specify): _____ _____ <input type="checkbox"/> Remodel <input type="checkbox"/> Addition		<input type="checkbox"/>	<input type="checkbox"/>
6. Site Modification <input type="checkbox"/> Repaving sq. ft. _____ <input type="checkbox"/> Additional paving/impervious surfaces sq. ft. _____ <input type="checkbox"/> Additional landscaping/pervious surfaces sq. ft. _____		<input type="checkbox"/>	<input type="checkbox"/>
7. Existing Site Conditions <input type="checkbox"/> Pervious Area (buildings/sidewalks/concrete/asphalt) sq. ft. _____ <input type="checkbox"/> Impervious Area (landscaping) sq. ft. _____			
<b>Drainage Patterns/Connections</b>  Include a detailed description of existing and proposed drainage patterns. Describe the areas and sub-areas (to include square footage), treatment locations, direction of flow through each area, discharge point(s), ultimate termination point, etc.	Existing:		
	Proposed:		

**Stormwater Management (to be completed by design engineer)-Continued**

**NARRATIVE PROJECT DESCRIPTION:**  
 Include a detailed description of project areas, type of facilities, activities conducted onsite, materials and products received and stored on site, SIC Code (if applicable), land uses, land cover, design elements, drainage management areas (DMAs), etc.

**Offsite Runon:**  
 Describe any offsite runon anticipated and how the runon will be either accounted for in LID BMP sizing or directed around the site.

**UTILITY AND INFRASTRUCTURE INFORMATION:**  
 Include a description of the existing and proposed onsite utility and infrastructure. Evaluate the potential impacts of stormwater infiltration on subsurface utilities, establish necessary setbacks, and if the utilities need to be relocated. Retention-based stormwater quality control measures should not be located near utility lines where an increased volume of water could damage utilities.

DOES THE PROPOSED PROJECT FALL INTO ONE OF THE FOLLOWING CATEGORIES? CHECK YES/NO.	YES	NO
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1. <i>Project is a redevelopment that decreases the effective impervious area compared to the pre-project conditions.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Describe:

2. <i>Project is a redevelopment that increases the infiltration capacity of pervious areas compared to the pre-project conditions.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Describe:

**Stormwater Management (to be completed by design engineer)-Continued**

**SITE DESIGN**  
 Describe site design and drainage plan including; site design practices utilized and how BMPs are incorporated using the appropriate hierarchy. Site must be designed to retain on site a 90<sup>th</sup> Percentile 24-hour storm (0.60 inch)

Please select the Low Impact Development BMP methods utilized on site from the preferred list.

Preferred List:

- Bio-Retention Basins
- Bio-Swales
- Infiltration Planters/Tree Boxes
- Curb Cuts & Infiltration
- Permeable Pavement
- Rainwater Harvest (cistern/basin/underground detention)
- Other: \_\_\_\_\_

**Attachments**

- Description on selection and sizing of Control Measures.
- Calculations to demonstrate how the volume, flowrate, and duration conditions can be met with Control Measures BMPs.
- Pertinent geotechnical report, soils report, percolation report, soils letters, etc. Documents must detail the results of soil investigation, infiltration rate, groundwater depths, soil characterization, etc. Soil borings should be conducted in area of proposed BMPs.
- Stormwater Management Agreement, Signed and Notarized

**Design Engineer Certification**

Professional Engineering Stamp

Name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The undersigned acknowledges by signature that these documents meet or exceed the design standards of the City of North Salt Lake and that they were prepared under my supervision.

\_\_\_\_\_  
 Signature

## **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)

Two (2) 24" x 36" & One (1) 11" x 17"

Pdf copy emailed

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

Two (2) 24" x 36" & One (1) 11" x 17"

PDF copy emailed

### **APPLICATION REQUIREMENTS**

- Complete and signed application form
- Storm Water Management/Facility Maintenance Agreement

### **PLAN SET REQUIREMENTS**

- Vicinity Plan & Location Map, drawn to scale
  - Zoning districts;
  - Adjacent property owners names
  - North arrow
  - Topographic contours
- Site Plan (existing/proposed improvements)
  - Lot lines with dimensions. Minimum scale 1"=30'
  - Buildings with setback and separation distances
  - Parking lot(s) with dimensions, curb, gutter, and sidewalk, parking stalls, lighting, driveway approaches and surface type of surface (NSL Code Ch. 6)
  - Fire protection & hydrants
  - Water and sewer lines, connections, meter box locations, lateral sizes, fire hydrants, etc.
  - Utilities, on and off-site
  - Easements
  - Curb, gutter, and sidewalk, TBC profile, existing grade elevations for asphalt every 50 feet on street grade 1% or greater, every 25 feet street grade less than 1%, cross section for street widening.
  - Off-site improvements including (i.e. acceleration and deceleration lanes, utility extensions, storm drainage facilities or other off-site systems)
  - Note stating: "Contractor must meet all North Salt Lake City specifications and standards within the City right-of-way"
  - Fencing height and type
  - Sign location, height and size
- Grading and Drainage Plan
  - Topographic contour lines, existing and proposed, maximum two (2) feet intervals
  - Final floor elevation of all structures, flow lines of all pipes, locations of TBC, top of storm drain grates and at other requested locations
  - Hydrology calculations (ten (10) year storm), detention basin size, orifice plate size and flow rate (max. release rate 0.2 cfs/acre).
  - Table: impervious and pervious surfaces (sq. ft. & %).

- Overflow spillway location & spot elevations
  - Location, shape, & elevation of water surface (detained ten-year storm level)
  - Roof drain locations and ties to storm drain system.
  - Storm Water Pollution Prevention Plan (SWPPP)-using current Utah DWQ Template available at [www.deq.utah.gov](http://www.deq.utah.gov)
  - Demonstration of Low Impact Development (LID) Strategies
- Landscape Plan, prepared by licensed architect or landscape architect
    - Location, type, and size of all landscaping.
    - Table: square feet of all landscaping and percentage
    - Irrigation system, including main line connection and heads.
  - Building Plan
    - Front, side, and rear elevations
    - Building dimensions, height, width, depth.
    - Type of exterior construction, including percentages of each material
    - Color rendition, accurately reflecting materials
  - Miscellaneous
    - Erosion control plan
    - Retaining wall details
    - Residential density calculations
    - Fencing & screening
    - Davis County Flood Control approval (connection to Davis County storm drain system)
    - Agreements with railroad companies, petroleum carrier companies, adjacent land owners, etc.

## 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: \_\_\_\_\_

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## 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/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.