



Conceptual, Preliminary and Final **Site Plan Review in Holladay City**

The City of Holladay incorporated in December, 1999 and adopted its own zoning ordinance in May, 2000. All land use decisions are made by the Holladay City Planning Commission and City Council. Following is an overview of the process for those developing or redeveloping property in the City.

All site plan applications are subject to the regulations of Title 13 of the Land Use and Development Regulations of the City of Holladay. All applications require a completed development review application; appropriate maps or drawings and payment of the appropriate fees.

Applications are accepted by Community Development Dept. staff Monday thru Friday for scheduling review by the Technical Review Committee (TRC) which meets weekly on Tuesday. Applications will only be scheduled for a hearing before the Planning Commission upon receiving a recommendation from the TRC as to the application's completeness and compliance to the appropriate codes and ordinances.

Conceptual and Preliminary site plan approvals are granted by the Planning Commission but the Commission may delegate the Final site plan approval to the TRC as part of a preliminary site plan approval.

The Holladay City Planning Commission meets on the **1st and 3rd Tuesday of each month at 7 pm** in the City Council Chambers at the city offices, 4580 S 2300 E South Holladay Boulevard. All applicants or their agents are required to attend the Planning Commission meeting.



City of Holladay

COMMUNITY DEVELOPMENT
 4580 S 2300 E, Holladay, Utah 84117
 Phone: 801-527-3890 FAX: 801-527-3891

SITE PLAN REVIEW APPLICATION

Name of Project:			
Address of Project:			
Applicant (Please Print)			
Applicant's Mailing Information			
Address:	City:	State:	Zip:
Phone (Include Area Code): ()	FAX (Include Area Code): ()		
Contact Person (Please Print):			
Name:	Phone:	Fax:	Date:
Nature of Request:			

PLEASE NOTE:

1. Attendance at the Planning Commission meeting is required by the applicant or a representative of the applicant.
2. Applications must be COMPLETE at the time of submittal or they will not be accepted.

<u>FILING FEES (CH. 03.35)</u>	<u>OFFICE USE ONLY</u>
<u>SITE PLAN</u> <input type="checkbox"/> Permitted Use - \$600.00 <input type="checkbox"/> Conditional Use - Residential \$900.00 + \$50.00 per unit Commercial \$1,000.00 + \$35.00 per acre	<u>PROJECT MANAGER:</u> _____ <u>PROJECT NUMBER</u> _____ <u>PARCEL NUMBER</u> _____ <u>GENERAL PLAN DESIGNATION:</u> _____ <u>ZONE:</u> _____ <u>SLU CODE:</u> _____ <u>DATE FILED:</u> _____ <u>PC ACTION:</u> _____ <u>DATE:</u> _____ <u>CC ACTION:</u> _____ <u>DATE:</u> _____
<u>APPEALS</u> <input type="checkbox"/> Administrative - \$500.00 <input type="checkbox"/> Residential \$500.00 <input type="checkbox"/> Commercial \$1,000.00 + \$35.00 per acre	



City of Holladay

COMMUNITY DEVELOPMENT
4580 S 2300 E., Holladay, Utah 84117
Phone: 801-527-3890 FAX: 801-527-3891

Conceptual Site Plan Submission Requirements

1. Two (2) blueline copies of a complete, updated conceptual site plan, sheet not to exceed 24" X 36". The following information shall be included on the drawing;
 - A. A site plan composed of a scaled drawing of and information pertaining to, a proposed development site. A site plan shall include the following:
 1. North arrow.
 2. Name of development.
 3. Name, phone number and business address of applicant/developer and project designer.
 4. Name, phone number and business address of property owner.
 5. A vicinity map containing sufficient information to accurately locate the property shown on the plan.
 6. Tabulation table in the following format:

	Square Feet	% Of Total
Total area		
Total building area		
Total impervious area		
Total landscaped area		

- B. For residential uses, show the number of dwelling units and the overall units per acre.
 - C. For nonresidential uses, show the proposed distribution of uses in square feet within each separate structure.
 - D. Proposed building elevations and the projected overall height from existing grade.
 - E. Names and locations of fronting streets, public or private.
 - F. Footprints of proposed and existing buildings.
 - G. Building setback lines as required by the current zone standards.
 - H. Existing and proposed drive accesses.
 - I. Parking locations and number of spaces.
 - J. Existing contours.
 - K. Current zoning.
2. One (1) copy of the site plan, 11" X 17".
3. Filing Fee -\$600.00.
4. Proof of ownership or legal control of the land by the applicant.



City of Holladay

COMMUNITY DEVELOPMENT
4580 S 2300 E., Holladay, Utah 84117
Phone: 801-527-3890 FAX: 801-527-3891

Preliminary Site Plan Submission Requirements

For review of a preliminary application, the applicant shall submit to the community development director the following:

5. Two (2) blue-line copies of a complete, updated conceptual site plan, sheet not to exceed 24" X 36".
6. Three (3) paper copies of the preliminary site plan, drawn to scale (approximately 1 inch equals 40 feet) by a certified engineer, architect, or land surveyor, containing the following information:
 - A. In a title block located in the lower right hand corner the following shall appear:
 - (1) The proposed name of the project, which name shall be approved by the community development department;
 - (2) The location of the project, including: address, and section, township and range;
 - (3) The names and addresses of the owner, and of the designer of the site plan;
 - (4) The date of preparation, scale (no less than 1 inch to equal 40 feet) and the north arrow.
 - B. The preliminary site plan shall show the following existing conditions:
 - (1) The boundary lines of the proposed project indicated by a solid heavy line and the total approximate acreage encompassed thereby;
 - (2) All abutting property under the control of the applicant, even though only a portion is included in the development;
 - (3) The location, width and names of all existing public or private streets, and driveway entrances within two hundred feet (200') of the project boundaries and of all prior platted streets or other public ways, railroad and utility rights of way, parks and other public open spaces, permanent buildings and structures, permanent easements and section and corporation lines, within and abutting the project;
 - (4) The location of all wells, proposed, active and abandoned, and of all reservoirs within the project and to a distance of at least two hundred feet (200') beyond the project boundaries;
 - (5) Existing sewers, water mains, culverts or other underground facilities within the project and to a distance of at least two hundred feet (200') beyond the project boundaries, indicating pipe sizes, grades, manholes and exact location;
 - (6) Existing ditches, canals, natural drainage channels, and open waterways and proposed realignments;
 - (7) Contours at vertical intervals of not more than two feet (2'). The 100-year flood level of all watercourses, if any, shall be indicated in the same datum for contour elevations;
 - (8) All installed fire hydrants on or within five hundred feet (500') of the proposed subdivision;
 - (9) Current zoning designation, on and off site; and

(10) Location of all trees.

C. The preliminary site plan shall show proposed:

(1) Zoning;

(2) Areas intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the project;

(3) Building setback lines, including dimensions;

(4) Easements for water, sewers, drainage, utility lines and any other easements required by the planning commission's conceptual approval;

(5) Tabulations showing the square footage and percent of total area in:

a. Off street parking;

b. Buildings and/or buildable area;

c. Total floor space by use;

d. Landscaped areas;

e. Impervious surfaces; and

f. Dimensioned parking layout showing location of individual parking stalls, driveways and other areas of ingress and egress.

3. A detailed landscaping plan. Such landscaping plans shall be prepared by a qualified professional, and shall include:

a. Distribution of new plant material and trees described by name or type, and plans for slope control and/or other physical environmental changes;

b. Special effects and decorative materials;

c. Irrigation systems (sprinkler, bubbler, etc.);

d. Recreation equipment; and

e. An analysis of the impact of the development upon existing vegetation, especially as it relates to the removal of any significant trees.

4. Drawings of proposed structure elevations, including covered parking, showing the height, dimensions, appearance, materials proposed, and percentage of each material used on each building elevation.

5. Location and description (height, materials) of existing and proposed fences with any revised letters of agreement with abutting property owners.

6. Location and description (dimensions, distance to property lines and type of lighting [direct or indirect]) of existing and proposed signs.

7. Location of consolidated open space.

8. Location and type of solid waste disposal facilities.

9. A letter to the community development director from each utility company serving the project stating the company has reviewed the plan, its comments concerning the extent of service availability, and acceptance of the proposed location of all utility easements. A copy of the approved plan, initialed and stamped by the utility company shall be submitted with the letter.

10. A copy of proposed CC&Rs, if applicable.
11. Appropriate supporting documents showing compliance with state and federal standards such as, air emissions, site pollution prevention measures and water discharge standards.
12. Statement of the estimated starting and completion dates for each phase of development, including proposed grading work and any landscape work.
13. To mitigate possible adverse impacts from the proposed development, the technical review committee shall determine from a review of the preliminary site plan whether the following additional information shall be submitted:
 - a. Soil erosion, geological hazard and sedimentation studies and/or control plans and specifications. Such studies, control plans, and specifications shall be prepared by a qualified professional with the costs of preparation of such plans and specifications being borne by the applicant.
 - b. A traffic study prepared by a qualified traffic engineer or other city qualified person
14. One (1) copy of all required plans and/or drawings, 11" X 17".



City of Holladay

COMMUNITY DEVELOPMENT
4580 S 2300 E., Holladay, Utah 84117
Phone: 801-527-3890 FAX: 801-527-3891

Final Site Plan Submission Requirements

1. Two (2) blueline copies of a complete, updated preliminary site plan as approved by the Planning Commission, sheet not to exceed 24" X 36".
2. Four (4) blueline copies of the proposed final site plan, sheet not to exceed 24" X 36".
3. One (1) copy of the final site plan 11" X 17".
4. Three (3) blueline copies of the proposed construction drawings, sheet not to exceed 24" X 36".
5. A notice of covenants, conditions and other restrictions if applicable.
6. Where applicable, a copy of the conditional use permit.