



## SITE PLAN APPROVAL

**MAYOR**  
Randy C Lewis

**CITY COUNCIL**  
Kendalyn Harris  
Richard Higginson  
Beth Holbrook  
John Marc Knight  
John S. Pitt

**CITY MANAGER**

### PRELIMINARY AND FINAL

### ATTACHMENTS

- ☐ Site Plan Approval Application
- ☐ Planning Commission Meeting Deadlines
- ☐ Property Owner's Affidavit

### BOUNTIFUL CITY WILL NEED THE FOLLOWING BEFORE YOUR SITE PLAN WILL BE PLACED ON THE PLANNING COMMISSION AGENDA:

<b>FEES:</b>	<b>COMMERCIAL SITE PLAN</b> - \$400 FOR FIRST ACRE + \$100 each additional acre up to \$1000 maximum <b>MULTI-FAMILY SITE PLAN</b> - \$400 FOR FIRST 2 UNITS + \$50 each additional acre up to \$1000 maximum <b>SINGLE FAMILY RESIDENTIAL SITE PLAN</b> - \$200 for homes that require Planning Commission or City Council approval
<b>CITY FORM:</b>	<b>SITE PLAN TRACKING SHEET (and PROPERTY OWNER'S AFFIDAVIT - if applicant is not owner)</b>
<b>ATTACHMENTS:</b>	<b>REQUIRED PLANS - SEE BELOW</b>
<b>MEETINGS:</b>	Planning Commission meets the first and third Tuesday of the month at 6:30 p.m. City Council meets the second and fourth Tuesday of the month at 7:00 p.m.
<b>PLAN SIZES:</b>	Two (2) 24 x 36 printed copy AND one (1) 11 x 17 printed copy OR one (1) PDF file of the preliminary development plan drawn at 1:10 scale or as required by the City Engineer or City Planner.

### 14-2-304 ARCHITECTURAL AND SITE PLAN APPROVAL - ACCOMPANYING MAPS AND DRAWINGS REQUIRED

STEPS	✓	REQUIRED ATTACHMENTS NEEDED - TO BE PLACED ON PLANNING COMMISSION AGENDA
<b>1</b>		<b>Preliminary Site Plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. A Vicinity Map showing site orientation and location in relation to streets and arterial roads.</li> <li><input type="checkbox"/> 2. Statement of building use, occupancy, area tabulations, parking, and landscaping tabulation.</li> <li><input type="checkbox"/> 3. The location of all proposed and existing structures on the subject property and within fifty (50) feet on immediately adjoining properties to show that light and air are preserved, and to show that the development will not be detrimental to the orderly and harmonious development of the City.</li> <li><input type="checkbox"/> 4. Location and types of landscaping and/or fencing and screening within yards and setback areas, including proposed sprinkling and irrigation systems.</li> <li><input type="checkbox"/> 5. Location of existing and proposed utilities (i.e., power, water, sewer, gas, telephone, storm drains) and other public infrastructure improvements (i.e., curb, gutter, sidewalk, streets) together with existing easements and rights-of-way.</li> <li><input type="checkbox"/> 6. Design of ingress and egress to provide a functional on-site traffic flow and to prevent interference with traffic on adjacent streets.</li> <li><input type="checkbox"/> 7. Off-street parking and loading facilities in compliance with the off-street parking and loading standards as set forth in Chapter 18 of Ordinance Chapter 2, including provisions for pedestrians and the disabled.</li> <li><input type="checkbox"/> 8. Existing and proposed contours and spot elevations.</li> <li><input type="checkbox"/> 9. Preliminary drainage plan.</li> <li><input type="checkbox"/> 10. Preliminary building elevations and sections.</li> <li><input type="checkbox"/> 11. Architectural drawings, sketches, or perspective drawings of the exterior elevations of proposed buildings, structures, signs, including types, textures, and colors of materials to be used.</li> <li><input type="checkbox"/> 12. Other pertinent building features.</li> </ul>
<b>2</b>		<b>Final Site Plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Detailed development of all items required for Preliminary Review.</li> <li><input type="checkbox"/> 2. Modifications required by conditions of the Planning Commission for Preliminary Approval and further optional modifications by owner/developer.</li> <li><input type="checkbox"/> 3. Landscape plan including plant materials list and details of installation prepared by a landscape architect or licensed landscape installer.</li> </ul>

**For Office Use Only**

Date Rec'd \_\_\_\_\_

Application \$ \_\_\_\_\_

Zone \_\_\_\_\_

**SITE PLAN APPROVAL APPLICATION**

Date of Submittal: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Authorization (Owner Signature): \_\_\_\_\_

*(If applicant is not owner, applicant must submit notarized authorization from all property owners)***Project Name and Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Check Items that apply:**☐

Preliminary

☐

Final

**Committee**☐

Administrative Committee

☐

Planning Commission

☐

City Council

**Site Plan**☐

Commercial

☐

Single Family Dwelling

☐

Apartment

☐

Other: \_\_\_\_\_

☐

Condominium

## Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner(s) of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my (our) personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

State of Utah )

§

County of Davis )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

## Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, in Bountiful City, Utah, do hereby appoint \_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

State of Utah )

§

County of Davis )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: \_\_\_\_\_



## 2017 PLANNING COMMISSION MEETING

<i>MEETING DATE</i>	<i>AGENDA ITEM SUBMISSION DEADLINE (3 weeks prior to mtg)</i>	<i>SITE PLAN REVIEW 10:30 a.m. - City Hall Planning Conference Room</i>	<i>PUBLISH DATE (10 days prior)</i>
January 3, 2017	December 13, 2016	December 15, 2016	December 22, 2016
January 17, 2017	December 27, 2016	December 29, 2016	January 5, 2017
February 7, 2017	January 17, 2017	January 19, 2017	January 26, 2017
February 21, 2017	January 31, 2017	February 2, 2017	February 9, 2017
March 7, 2017	February 14, 2017	February 16, 2017	February 23, 2017
March 21, 2017	February 28, 2017	March 2, 2017	March 9, 2017
April 4, 2017	March 14, 2017	March 16, 2017	March 23, 2017
April 18, 2017	March 28, 2017	March 30, 2017	April 6, 2017
May 2, 2017	April 11, 2017	April 13, 2017	April 20, 2017
May 16, 2017	April 25, 2017	April 27, 2017	May 4, 2017
June 6, 2017	May 16, 2017	May 18, 2017	May 25, 2017
June 20, 2017	May 30, 2017	June 1, 2017	June 8, 2017
July 4, 2017	HOLIDAY - NO MEETING		
July 18, 2017	June 27, 2017	June 29, 2017	July 6, 2017
August 1, 2017	July 11, 2017	July 13, 2017	July 20, 2017
August 15, 2017	July 25, 2017	July 27, 2017	August 3, 2017
September 5, 2017	August 15, 2017	August 17, 2017	August 24, 2017
September 19, 2017	August 29, 2017	August 31, 2017	September 7, 2017
October 3, 2017	September 12, 2017	September 14, 2017	September 21, 2017
October 17, 2017	September 26, 2017	September 28, 2017	October 5, 2017
November 7, 2017	October 17, 2017	October 19, 2017	October 26, 2017
November 21, 2017	October 31, 2017	November 2, 2017	November 9, 2017
December 5, 2017	November 14, 2017	November 16, 2017	November 23, 2017
December 19, 2017	November 28, 2017	November 30, 2017	December 7, 2017
January 2, 2018	December 12, 2017	December 14, 2017	December 21, 2017
January 16, 2018	December 26, 2017	December 28, 2017	January 4, 2018