



<b>For Office Use Only</b>	
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**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Single Family Dwelling |
| <input type="checkbox"/> Apartment   | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Condominium |   |



## SITE PLAN APPROVAL

**MAYOR**  
 Randy C. Lewis  
  
**CITY COUNCIL**  
 Kerdalyn Harris  
 Richard Higginson  
 Beth Holbrook  
 John Marc Knight  
 John S. Pitt  
  
**CITY MANAGER**

### PRELIMINARY AND FINAL

#### ATTACHMENTS

- |                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Site Plan Approval Application        |
| <input type="checkbox"/> | Planning Commission Meeting Deadlines |
| <input type="checkbox"/> | 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>	<p style="text-align: center; color: #a52a2a;"> <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                 </p>
<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>	<p style="color: #a52a2a;">                     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.                 </p>
<b>PLAN SIZES:</b>	<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.</b>

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

<b>STEPS</b>	<b>✓</b>	<b>REQUIRED ATTACHMENTS NEEDED - TO BE PLACED ON PLANNING COMMISSION AGENDA</b>
<b>1</b>		<p><b>Preliminary Site Plan</b></p> <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>		<p><b>Final Site Plan</b></p> <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>



## 2016 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 5, 2016	December 15, 2016		December 23, 2015
January 19, 2016	December 29, 2016	December 31, 2016	January 7, 2016
February 2, 2016	January 12, 2016	January 14, 2016	January 21, 2016
February 16, 2016	January 26, 2016	January 28, 2016	February 4, 2016
March 1, 2016	February 9, 2016	February 11, 2016	February 18, 2016
March 15, 2016	February 23, 2016	February 25, 2016	March 3, 2016
April 5, 2016	March 15, 2016	March 17, 2016	March 24, 2016
April 19, 2016	March 29, 2016	March 31, 2016	April 7, 2016
May 3, 2016	April 12, 2016	April 14, 2016	April 21, 2016
May 17, 2016	April 26, 2016	April 28, 2016	May 5, 2016
June 7, 2016	May 17, 2016	May 19, 2016	May 26, 2016
June 21, 2016	May 31, 2016	June 2, 2016	June 9, 2016
July 5, 2016	June 14, 2016	June 16, 2016	June 23, 2016
July 19, 2016	June 28, 2016	June 30, 2016	July 7, 2016
August 2, 2016	July 12, 2016	July 14, 2016	July 21, 2016
August 16, 2016	July 26, 2016	July 28, 2016	August 4, 2016
September 6, 2016	August 16, 2016	August 18, 2016	August 25, 2016
September 20, 2016	August 30, 2016	September 1, 2016	September 8, 2016
October 4, 2016	September 13, 2016	September 15, 2016	September 25, 2016
October 18, 2016	September 27, 2016	September 29, 2016	October 6, 2016
November 1, 2016	October 11, 2016	October 13, 2016	October 20, 2016
November 15, 2016	October 25, 2016	October 27, 2016	November 3, 2016
December 6, 2016	November 15, 2016	November 17, 2016	November 23, 2016
December 20, 2016	November 29, 2016	December 1, 2016	December 8, 2016
January 3, 2017	December 13, 2016	December 15, 2016	December 22, 2016

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