



**BOUNTIFUL CITY  
PLANNING DEPARTMENT**

**795 SOUTH MAIN STREET  
BOUNTIFUL, UT 84010  
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# ARCHITECTURAL AND SITE PLAN REVIEW APPLICATION

<i>FOR OFFICE USE ONLY:</i>		
PLANNING COMMISSION ACTION & DATE:	CITY COUNCIL ACTION & DATE:	DATE RECEIVED:
PROJECT PLANNER:	PRELIMINARY: <input type="checkbox"/>	FINAL: <input type="checkbox"/>

**PROJECT INFORMATION**

PROJECT NAME:	
ADDRESS: [IF ADDRESS IS NOT ASSIGNED, PROVIDE PARCEL NUMBER(S)]	

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

IF YOU HAVE QUESTIONS REGARDING THE REQUIREMENTS ON THIS APPLICATION OR PROCESS, PLEASE CONTACT THE BOUNTIFUL CITY PLANNING STAFF.

## SUBMITTAL REQUIREMENTS

All of the following items must be included in order for the Planning Department to receive the application and start the review process:

### For Preliminary Review:

- 1. Completed and signed application form, including property owner's affidavit, agent authorization (if applicable), and acknowledgement of responsibility.
- 2. Review fees: \$600 for the first two (2) units, plus \$50 each additional unit, up to \$1,400.
- 3. Provide written, typed, statements describing the overall project intent and scope of work. Provide statement of building use, number of units, occupancy, area tabulations, parking, and landscaping tabulations, etc.
- 4. A vicinity map showing site orientation and location in relation to streets and arterial roads. May be provided within the Proposed Site Plan, see item 6.
- 5. A certified topographical boundary survey of the existing site prepared and stamped by a license surveyor drawn to scale with two-foot (2') contours, which includes the following:
  - a. Complete address(es) and parcel number(s).
  - b. Lot/parcel size and property lines with dimensions, etc.
  - c. Footprints(s) of all existing buildings, structures, and other improvements on the site, including to but not limited to, paved surfaces, driveways, walkways, fences, retaining walls, features, etc.
  - d. Location of all existing structures within fifty feet (50') on immediately adjoining properties.
  - e. Existing utility locations.
  - f. Existing public infrastructure improvements (i.e., curb gutter, sidewalk, streets) together with existing easements and rights-of-way.
  - g. Existing drainage facilities.
  - h. Existing vegetation.
  - i. Existing on- and off-street circulation and parking.

- 6. Proposed Site Plan of the subject site which includes:
  - a. Drawn to scale, north arrow, legend, date of the drawing.
  - b. Complete address(es) and parcel number(s).
  - c. Lot/parcel size and property lines with dimensions, etc. (consistent with the submitted survey, see item 5)
  - d. Proposed footprint(s) of all building, structures, and other improvements on the site, including to but not limited to, paved surfaces, driveways, walkways, fences, retaining walls, etc.
  - e. Location of all existing structures within fifty feet (50') on immediately adjoining properties (consistent with the submitted survey, see item 5).
  - f. Location and types of landscaping and/or fencing and screening, including proposed sprinkling and irrigation systems. (may be provided separately).
  - g. 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. A separate Utilities Plan may be provided.
  - h. Design of ingress and egress to provide a functional on-site traffic flow and to prevent interference with traffic on adjacent streets.
  - i. Off-street parking and loading facilities in compliance with the off-street parking and loading standards as set forth in Ch. 18 of the Land Use Code, including provisions for pedestrians and disabled.
  - j. Existing and proposed contours, and spot elevations. A separate Grading Plan may be provided.
  - k. Preliminary Drainage Plan (may be provided separately).
  - l. Demolition plan, if applicable (may be provided separately).
  
- 7. Preliminary building elevations and sections drawn to scale of all building elevations illustrating the proposed work referenced to USGS datum on the submitted survey and proposed site plan demonstrating the following:
  - a. USGS datum points indicating proposed floor levels.
  - b. Proposed final grade and proposed average grade (USGS reference).

- c. Overall building height measured from average grade and/or any additional diagram(s) necessary to confirm height compliance.
- d. Proposed materials call out.
- 8. 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.
- 9. Other pertinent building features.
- 10. Printed copies of item 3 – 9:
  - a. Two (2) 24" x 36"
  - b. One (1) 11"x17" (reduction)
- 11. Portable Document Format (PDF) file of all items submitted electronically via e-mail (20MB limit) or via weblink (dropbox.com, etc.) sent to [planning@bountiful.gov](mailto:planning@bountiful.gov).

**ONLY COMPLETE APPLICATIONS WILL PROCESSED AND ACCEPTED.  
APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION WILL BE DEEMED  
INCOMPLETE AND RETURNED TO THE APPLICANT.**

### For Final Review

- 1. Review fees: \$600 for the first two (2) units, plus \$50 each additional unit, up to \$1,400.
- 2. Detailed development of all items required for Preliminary Review.
- 3. Modifications required by conditions of the Planning Commission (or City Council) for Preliminary Approval and further optional modifications by owner/developer.
- 4. Printed copies and PDF submittal described under Preliminary Review submittal requirements no. 10 & 11.

### PROPERTY OWNER'S AFFIDAVIT

**STAFF MAY CONSIDER COMBINING THE PRELIMINARY REVIEW WITH THE FINAL REVIEW PROCESS FOR NON-RESIDENTIAL PROJECTS ON A CASE-BY-CASE BASIS DEPENDENT UPON POSSIBLE IMPACTS OF THE PROPOSAL. THE PLANNING COMMISSION AND/OR THE CITY COUNCIL AT ANY MAY REQUIRE SEPARATE APPLICATIONS AND PROCESSES.**

I \_\_\_\_\_, being first duly sworn, depose and say that I am the current owner of the property involved in this application. I have read the application, including the signed acknowledgement of responsibility below, and have attached plans, other exhibits, etc., and I am familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

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

State of Utah        )  
County of Davis    )

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

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

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**AGENT AUTHORIZATION**

I, \_\_\_\_\_, the owner of the real property located at \_\_\_\_\_, in Bountiful City, Utah 84010, do hereby appoint \_\_\_\_\_, as my agent to represent me with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my behalf before any City board or commission considering this application.

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

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: \_\_\_\_\_

**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 regards 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 Bountiful City Land Use Code 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 of such. I will keep myself informed of the deadlines for submission of material and the progress of this application.

Name of Applicant (printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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*Note: The property owner's affidavit must be signed (and notarized) by each property owner, additional sheets must be submitted in cases of multiple owners. If the applicant is not an owner, the applicant must submit a notarized agent authorization form from all property owners and authorized agents.*

*Additional: If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action. 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. If a Homeowner's Association (HOA) is the applicant than the representative/president must attach a notarized letter stating the request is authorized by the HOA and is in compliance with applicable provisions found in the CC&Rs, By-Laws, Articles of Incorporation, and any applicable regulations pertaining to HOAs, etc.*