



**Town of Apple Valley**  
 1777 N Meadowlark Dr  
 Apple Valley UT 84737  
 T: 435.877.1190 | F: 435.877.1192  
 www.applevalleyut.gov

Fee: \$750.00
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**Preliminary Site Plan Application**

**Applications Must Be Submitted By The First Wednesday Of The Month**

Owner:		Phone:	
Address:		Email:	
City:	State:	Zip:	
Agent: (If Applicable)		Phone:	
Address/Location of Property:			
Zoning Designation:		Parcel ID:	
Proposed Use			

**Submittal Requirements: The preliminary site plan review application shall provide the following:**

- 1. A vicinity map showing the general location of the project.
- 2. Three (3) copies of a site plan showing:
  - \_\_\_ a. Topography showing 2' contours, identification of 30% or greater slopes.
  - \_\_\_ b. The layout of proposed uses.
  - \_\_\_ c. Location of open spaces when applicable.
  - \_\_\_ d. Proposed access to the property and traffic circulation patterns.
  - \_\_\_ e. Adjoining properties and uses.
  - \_\_\_ f. Proposed reservations for parks, playgrounds, school, and any other public facility sites, if any.
- 3. Preliminary utility plan, including water, sewer, and storm drainage plans, and access points to utilities.
- 4. Tables showing the number of acres in the proposed development and a land use summary.
- 5. A phased development plan if applicable.
- 6. Warranty Deed or preliminary title report or other document (see attached Affidavit) showing evidence that the applicant has control of the property.
- 7. Signed and notarized Acknowledgement of Water Supply (see attached).

Applicant Signature	Date
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Official Use Only	Amount Paid: \$	Receipt No:
Date Received:	Date Application Deemed Complete:	
By:	By:	

**Note:** It is important that all applicable information noted above is submitted with the application. An incomplete application will not be scheduled for Planning Commission consideration. A deadline missed due to an incomplete application, could result in a month's delay. Planning Commission meetings are held on the first Wednesday of each month at 6:00 p.m. Contact the Planning Department for the deadline date for submissions. Once your application is deemed complete, it will be put on the agenda for the next Planning Commission meeting. A deadline missed due to an incomplete application could result in a month's delay.

## **PURPOSE**

The site plan review process is established to encourage adequate advanced planning and assure a good quality environment for the Town. Such procedure is intended to provide for orderly, harmonious, safe, and functionally efficient development consistent with priorities, values, and guidelines stated in the various elements of the Apple Valley General Plan, and the Land Use Ordinance, and to protect the general welfare of the community.

## **WHEN REQUIRED**

The preliminary site plan review is only required on the following projects when the Planning Department Manager determines the scope of the project requires both the preliminary site plan and site plan approval; a) Any multiple-family residential use; b) Any public or civic use; c) Any commercial use; or (d) Any industrial use.

The preliminary site plan is also required with a submittal of zone changes to Planned Development Overlay, or changes to an approved Planned Development Overlay.

A preliminary site plan is not intended to permit actual development of property pursuant to such plan but is prepared merely to represent how the property could be developed. Submittal, review, and approval of an application for a preliminary site plan shall not create any vested rights to development.

Upon approval of a preliminary site plan, the applicant may prepare and submit the greater level of detail required for a site plan review application, which is required before construction may commence.

## **PROCESS**

The preliminary site plan is submitted to the Planning and Building Department twenty-one (21) days prior to a regularly scheduled planning Commission meeting. During this time prior to the meeting, Staff will review the plan, and prepare a report and recommendation for the Planning Commission. The Planning Commission at the public meeting will review the application and Staff's report, and approve, approve with conditions, or deny the preliminary site plan.

## **APPEALS**

Since there are no vested rights with the approval of a preliminary site plan, the matter is generally not appealed. However, if an appeal is made, it would be filed with the Town Clerk and heard by the Appeal Authority. The decision of the Appeal Authority is final unless appealed to a court of competent jurisdiction within thirty (30) days from the date of decision of the Appeal Authority.



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Parcel ID# \_\_\_\_\_

**ACKNOWLEDGEMENT OF WATER SUPPLY**

I/We, \_\_\_\_\_ am/are the applicant(s) of the application known as  
 \_\_\_\_\_ located on parcel(s)  
 \_\_\_\_\_ within the Town of Apple Valley, Washington County, Utah.

By my/our signatures(s) below, I/we do hereby acknowledge and agree to the following:

1. Approval of a development application by the Town does not guarantee that sufficient water will be available to serve the zone, project, subdivision, or development for which this application is being submitted; and
2. Prior to receiving approval for the application, the applicant shall be required by the Town of Apple Valley to provide a Preliminary Water Service letter from the Big Plains Water Special Service District ("District") which verifies the conditions required to provide services to the project, subdivision or development; and
3. The applicant assumes the entire risk of water availability for the project, subdivision or development and/or application.

Signature(s):

_____	_____	_____
Name	Applicant/Owner	Date
_____	_____	_____
Name	Applicant/Owner	Date
_____	_____	_____
Name	Applicant/Owner	Date

State of \_\_\_\_\_ )  
 )§  
 County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_ a notary public, personally appeared \_\_\_\_\_, proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she/they) executed the same.

Witness my hand and official seal. \_\_\_\_\_

(notary signature)

(seal)

**AFFIDAVIT  
PROPERTY OWNER**

STATE OF UTAH                    )  
  )§  
COUNTY OF WASHINGTON        )

I (We) \_\_\_\_\_, being duly sworn, depose and say that I (We) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided identified in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (We) also acknowledge that I (We) have received written instructions regarding the process for which I (We) am (are) applying and the Apple Valley Town Planning Staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

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

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

Residing in: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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**AGENT AUTHORIZATION**

I (We), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative body in the Town of Apple Valley considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

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

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

Residing in: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_