

# PRELIMINARY SITE PLAN REVIEW APPLICATION

**Town of Apple Valley**

1777 North Meadowlark Dr.  
Apple Valley, Utah 84737  
(435)877-1190  
Fax (435)877-1192

**Fee \$200.00**

<i>For Office Use Only:</i> File No. _____ Receipt No. _____
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**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Agent (If applicable):** \_\_\_\_\_ **Agent's Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address/Location of Subject Property:** \_\_\_\_\_

**Tax ID of Subject Property:** \_\_\_\_\_ **Zone District:** \_\_\_\_\_

**Proposed Use:** (Describe, use extra sheet if necessary) \_\_\_\_\_

**This application shall be accompanied by the following:**

- \_\_\_\_\_ 1. A vicinity map showing the general location of the project.
- \_\_\_\_\_ 2. Three (3) copies of a site plan showing:
  - \_\_\_\_\_ Topography showing 2' contours, identification of 30% or greater slopes;
  - \_\_\_\_\_ The layout of proposed uses;
  - \_\_\_\_\_ Location of open space when applicable;
  - \_\_\_\_\_ Proposed access to the property and traffic circulation patterns;
  - \_\_\_\_\_ Adjoining properties and uses;
  - \_\_\_\_\_ 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 including access points to utilities;
- \_\_\_\_\_ 4. Tables showing the number of acres in the proposed development and a land use summary; and
- \_\_\_\_\_ 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

**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. Planning Commission meetings are held on the second Thursday and the fourth 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.**

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(Office Use Only)

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date application deemed to be complete: \_\_\_\_\_ Completion determination made by: \_\_\_\_\_

# **PRELIMINARY SITE PLAN**

## **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 Zoning Administrator 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 approximately 1 week and 1 day by no later than 12:00 p.m. 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 Clerk of the Board of Adjustment located in the Planning and Building Department, and heard by the Board of Adjustment. The decision of the Board of Adjustment is final unless appealed to a court of competent jurisdiction within thirty (30) days from the date of decision of the Board of Adjustment.

**AFFIDAVIT**  
**PROPERTY OWNER**

STATE OF UTAH            )  
                                  :SS

COUNTY OF                )

I (we) \_\_\_\_\_, being duly sworn, deposed 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 knowledge. I (we) also acknowledge that I have received written instructions regarding the process for which I am 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: \_\_\_\_\_