



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

Final 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:		Parcel ID:	
Zone District:		Phase:	
Proposed Use			

Submittal Requirements: This application must be accompanied by a set of development plans which meet the following standards:

- Plans shall be drawn at a scale of no smaller than 1"=100'
- Submit one (1) set of plans on 11 x 17 inch paper. Also submit one (1) copy of all plans on larger sheets whenever a reduction is required.
- Except for the landscaping plan, the other plans shall be prepared, stamped and signed by a professional engineer licensed by the State of Utah.

1. Site plan including:
- ___ a. All facilities related to the project located within two hundred and fifty (250) feet of the site boundary.
 - ___ b. Layout, dimensions, and names of existing and future road rights-of-way.
 - ___ c. Project name, North arrow, and tie to a section monument.
 - ___ d. The boundary lines of the project site with bearings and distances.
 - ___ e. Layout and dimensions of proposed streets, buildings, parking areas, and landscape areas.
 - ___ f. Location, dimensions, and labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, and mechanical equipment.
 - ___ g. Location of man-made features including irrigation facilities, bridges, and buildings.

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

- _____ h. A tabulation table showing total gross acreage, square footage of street rights-of-way, square footage of building footprint, square footage of total building floor are, number of parking spaces, and, if any, the number and type of dwellings and the percentage devoted to each dwelling type and overall dwelling unit density.
- _____ i. Identification of property, if any, not proposed for development.
- _____ j. Proposed reservations for parks, playgrounds, and school or other public facility sites, if any.

- 2. Grading and drainage plan showing the following:
 - _____ a. North arrow, scale, and site plan underlay.
 - _____ b. Topography contours at two (2) foot intervals.
 - _____ c. Areas of substantial earth moving (typically significant cut, fill or retaining walls in excess of four (4) feet) with an erosion control plan.
 - _____ d. Location of existing watercourses, canals, ditches, wells, culverts, and storm drains and proposed method of dealing with all irrigation and wastewater.
 - _____ e. Direction of storm water flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities when necessary based on Town requirements.

- 3. Utility plan showing the following:
 - _____ a. North arrow, scale, and site plan underlay.
 - _____ b. All existing and proposed utilities including but not limited to: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and streetlights.
 - _____ c. Minimum fire flow required by Fire Code for the proposed structures and fire flow calculations at all hydrant locations.
 - _____ d. Location and dimensions of all utility easements.
 - _____ e. A letter from sewer providers, addressing the feasibility and requirements to serve the project.

- 4. Landscaping plan, consistent with the requirements of the Land Use Ordinance.

- 5. Building elevations for all buildings showing the following:
 - _____ a. Accurate front, rear, and side elevations drawn to scale.
 - _____ b. Exterior surfacing materials and colors, including roofing material and color.
 - _____ c. Outdoor lighting, furnishings and architectural accents.
 - _____ d. Location and dimension of signs proposed to be attached to the building or structure.

Other items that may be requested by the Planning Department Manager include but are not limited to:

- _____ 1. Any necessary agreements with adjacent property owners regarding storm drainage and other pertinent matters.

- _____ 2. A traffic impact analysis.
- _____ 3. Warranty deed or preliminary title report or other document showing evidence that the applicant has control of the property.
- _____ 4. Evidence of compliance with all applicable federal, state, and local laws and regulations.
- _____ 5. Signed and notarized Acknowledgement of Water Supply (see attached).

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. The deadline to submit an application to be placed on an agenda is no later than 12:00 noon ten (10) full business days before the Planning Commission meeting at which you plan for your application to be heard.

PURPOSE

The final site plan review process is established to encourage adequate advanced planning and assure a 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. Once a site plan is approved, substantial changes to that site plan can be made only upon approval of an amended final site plan.

WHEN REQUIRED

The amended final site plan review is only required on substantial changes to the following types of projects: a) Any multiple-family residential use; b) Any public or civic use; c) Any commercial use; or d) Any industrial use.

When an amended final site plan approval is required, no building permit for the construction or alteration of any building, structure, or other improvement to the site shall be issued prior to approval of the site plan. No cleaning, grubbing, drainage work, parking lot construction, or other site improvement shall be undertaken prior to amended site plan approval.

PROCESS

Upon application and payment of applicable fees, the Planning Staff will review the amended plan, and prepare a report and recommendation for the Planning Commission. This will be reviewed at a public meeting where the applicant should attend, present the project, and respond to questions from the Planning Commission. Since it is a public meeting, members of the public may also have questions or comments. At the public meeting the Planning Commission will review the application and Staff's report, and approve, approve with conditions, or deny the final site plan amendment.

APPEALS

The decision of the Planning Commission is final unless an appeal is made. A timely appeal must 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.

**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: _____

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: _____