

What order do we prefer these items to be displayed? The order below is based on Tooele County.

Documents Reviewed:

- Salt Lake City
- Sandy
- Saratoga
- Tooele County
- Initial Draft

1. Purpose

- Sandy – basic – comply with zoning & development standards; general appearance; orderly harmonious appearance; safe and efficient development; includes compliance with this CH in no sense excuses the developer from the applicable requirements elsewhere; not intended to be overly rigid
- **Salt Lake** – pulls in more areas to review the compatibility and impact on surroundings
- Tooele – pulls in more areas to review the compatibility and impact on surroundings
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2. Authority

- Defines Authority – references the Scope of Application; **Zoning Administrator assisted by the DRT**; Zoning admin may waive some requirements.

3. Scope of Application

- Salt Lake City – All permitted uses except single / two-family twin Dwellings and lists changes – New principal building; change of land use; increased parking requirement; increased landscape requirement; other activities identified elsewhere to require a site plan review; accessory uses as defined in ch 21A40
- Tooele – states a site plan approval is required as a condition to receive a building permit
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4. Scope of Modification

- Tooele – hearty detailed list of areas to consider for compatibility and impact
- Salt Lake – significant detailed list of areas to consider for compatibility and impact categorized by topics; also includes many of the categories which are required to be part of the application for Site Plan Review.
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5. Site Plan Content / Requirements

- Salt Lake City – Called Application Requirements sec 21A.58.060
- Sandy City – “Application” is (c) in SEC 21-32-2 – Application and Review process

- a. Has a short basic list and references their **Site Plan Review Checklist** – which includes a list divided into categories and indentions for items that group together.
- Tooele - 12-5 General Site Plan Content - discusses complete package and supporting materials; a long list of items- some are grouped together – zoning admin may waive any items not relevant to application
 - a. 12-4 a section on Single and two family dwellings

6. Additional Sections – Site Plan Requirements

- Tooele County - Storm water drainage; and utilities
- Salt Lake City includes a section identifying the DRT who assists the zoning administrator (PC secretary?); discusses Coordination of Review – chair is zoning admin (PC secretary?)

ALSO: Sketch Plan Review – preliminary step to determine the required standard for front or corner side yard; building height and wall height for principal structure; width and placement of attached garages; and location, height and footprint of accessory structures. Enough detail to provide the zoning standard applicable, intent is to assist – not to approve

7. Procedure for Site Plan Review / Review Process

- Salt Lake City Sec 21A.58.080
 - a. Preapplication conference – before filing application – applicant is encouraged to confer with the DRT regarding proposal etc. – does not require fees
 - b. Fees shall accompany application for Site Plan Review
 - c. Submission of final Site Plan, landscape plan and other plans
 - DRT review to ensure it is complete – zoning administrator determines complete and will take action approved – not approved and sign; send notifications
 - Appeal of Zoning Administrator Decision to Appeals hearing officer
 - Certifications by Zoning Administrator – paperwork; record retention; signed copies distributed
 - Building permits issued in accordance – document retention
 - Amendments or modifications submitted to zoning administrator
 - Time Limits on approval – VOID if permit not issued within 12 months; may grant extension
 - **Stop Work Order** may be put on the project if any improvements required are not consistent with the approved site plan, landscape plan or other applicable plans
 - **Maintenance Guarantee** if submitted for dedication, maintenance, or operation by the city 10 % construction cost for up to 2 years.
- Sandy City
 - a. starts with Requirement for Site plan Review all new development except single-family and tow- family dwellings; earth-sheltered dwelling; modified site plan for all changes in existing structures or sites except single & two-family
 - b. Initial Staff Review – to help expedite the process
 - c. Development review

- If requested by staff with various departments to initially assess the development proposal and information submitted to make suggestions to the prospective developer with respect to compliance with provisions and regulations
- Planning Commission Review – if required
- Additional information requirements – staff members may request additional studies or information
- d. Preliminary Site Plan Review (lower in section) Staff may request if applicant has not attended a Development Review Meeting in order to expedite the orderly review of the proposal before proceeding to the subsequent stages of review OR upon submittal of an application after a development review meeting to determine if the plan is complete and complies with all requirements Also lists what is done if not complete and what is required for resubmittal and notices.
- e. Planning Commission Review – once application is determined to be complete and in compliance with - entire packet is forwarded to PC
 - Determine if appropriate impacts have been addressed, receive public input concerning impacts and mitigation.
 - May require additional studies and analysis; additional requirements
 - If preliminary review is required and no substantial action has occurred in 2 years – application will expire
- f. Final Site Plan Review –
 - after review by all departments and agencies and PC (if required) submit to Cmty Development Department (would this be city council?) or not required? Does PC approve or forward recommendation to CC for approval?
 - Review for compliance
 - Sign any post completion agreements – determine if they need to be included in any CCR and HOA agreements
- g. Site Plan approval in this section in Sandy document – See details in Approval section below
- Tooele County includes
 - a. Applicant is encouraged to confer with [Lists different entities/people]
 - b. Application will be reviewed and processed once Site Plan and other applicable plans/materials are complete and fees paid.
 - Lists items that may be considered

8. Approval / Approval Standards

- Salt Lake City Standards for Site Plan Review Sec 21A.58.070
 - a. Extensive list categorized by topic
 - Lighting
 - Utilities
 - Public safety
 - General plan conformity
- Sandy City – part of the Application and Review Process

- a. When it is determined plan is complete and complies with all requirements, plan is stamped and signed approved. **Who all needs to sign off?** Fire, parks, water, engineer, inspector?
 - b. Once all departments, entities sign off along with the **Agreement to Conditions**, - shall be signed by developer, guarantees agreements must be signed by same individual
 - c. In addition any required, not previously submitted documents, dedications, agreements etc must be submitted. Before permit issued
 - d. Copy of all approved., signed plan/drawings on job site at all times
 - e. **A grading permit may be issued prior to the issuance of a building permit** with approval of city engineer – with a guarantee in an amount determined.
 - f. Once final site plan sets have been signed, dev fees paid and guarantees in place – a building permit may be issued to begin construction.
- Tooele – see procedure 12-8 (2) basic guidance for review: public health, safety and welfare; comfort and convenience of public in general and in the immediate neighborhood – but does have a detailed Scope of Modification section 12-3
 - a. If approved – instructions
 - b. If not approved – instructions
 - c. Appeal
 - d. Records retention
 - e. Building permits issued in accordance with approved plans
 - f. Amendments / modification procedure
 - g. Approval of the site plan shall void if permit not issued within 12 months. Extension
 - h. Stop work order shall be put on the project if any improvements are inconsistent with the approved site plan.

9. Additional Sections – General

- Sandy City
 - a. Amendments to the Final Site Plan – 21-32-3
 - b. Failure to begin and Continue Development 21-32-4
 - c. Conformance to Transportation Engineering standards 21-32-5
 - d. Guarantee for improvement 21-32-6
 - e. Occupancy of the Structure 21-32-7
 - f. Requirement for Changes to Existing Structures and Sites (Modified Site Plan Review) 21-31-8 Repeats the majority of previous items