

PLANNING & ZONING COMMISSION WORK MEETING AGENDA
November 5, 2024
6:30 PM

Notice is hereby given that Moroni City Planning & Zoning Commissioners will hold a work meeting on Tuesday, November 5, 2024, at the Moroni City Community Center, 80 S. 200 W., Moroni, Utah, which meeting shall begin at 6:30 p.m.

1. Welcome – Commission Chair Greg Hill
MOTION to begin meeting/Roll Call
2. Discussion regarding Zoning Application and Check lists
3. Adjourn
MOTION

NOTE:

- No decisions may be made during this meeting if the item is not specifically on the agenda.

I, Carol Haskins, the duly appointed and acting Recorder/Clerk for Moroni City, hereby certify the copies of the above stated agenda were posted at the City Hall and the Utah Public Notice website. <https://utah.gov/pmn/index.html>

Carol Haskins, Recorder/Clerk
Planning and Zoning Secretary

In compliance with Section 504 of the Rehabilitation Act of 1973 in regards to the American Disability Act (ADA) of '91, individuals needing special accommodations (including auxiliary aids and services) during this meeting notify the Moroni City Recorder/Clerk at least three (3) days prior to this meeting.

10110

Moroni City Zoning Permit Application

Zoning Permit Number	ZP-
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Applicant Information:

Applicant Name: _____

Applicant Address (if different): _____

Address of Property: _____

Phone: _____

Email: _____

Property Information:

Zone: RA R1 R2 C1 C2 M
(Circle one)

Building Size: _____ sq. ft.

Current Use of Property: _____

Setbacks:

Front: _____

Side: _____

Lot Size: _____ sq. ft./acres

Rear: _____

Project Details:

1. Type of Development (Check One):

☐ ☐ New Construction

☐ ☐ Change of Use

☐ ☐ Addition

☐ ☐ Other:

☐ ☐ Accessory Building

2. Detailed Description of Proposed Work:

3. Zoning Compliance Checklist:

☐ Proposed use complies with zoning regulations for this zone.

☐ Yes ☐ No

☐ Setbacks meet the requirements for the zone.

☐ Yes ☐ No

- Building height complies with zoning limits.
☐ Yes ☐ No
- Off-street parking requirements met.
☐ Yes ☐ No
- Utility easements and rights-of-way conflict.
☐ Yes ☐ No

Additional Information (if applicable):

- Does the property lie within a flood zone?
☐ Yes ☐ No
- Are there any existing easements or right-of-ways?
☐ Yes ☐ No
- Has a site plan been submitted?
☐ Yes ☐ No
- Any variance requested?
☐ Yes ☐ No

Applicant Signature:

I hereby certify that the information provided is true and correct to the best of my knowledge and that the proposed project complies with Moroni City's zoning ordinances.

Signature: _____

Date: _____

City Use Only:

Application Received By: _____ Date Received: _____

Permit Approved By:

Zoning:	Public Works:
Fire:	Mayor/Councilmember:

Date Issued: _____



Accessory Building Requirements Checklist

General Requirements for All Zones:

1. Located Behind the Front Wall Plane of Principal Structure
(Non-Corner Lots)
☐ Yes ☐ No
2. Located Behind Front Wall Plane of Principal Structure and Does Not Encroach Into Required Front Setback
(Corner Lots)
☐ Yes ☐ No
3. Accessory Building Covers Less Than 30% of Rear Yard
☐ Yes ☐ No
4. Attached or Detached in Accordance with Fire/Building Codes (Including Fire Walls)
☐ Yes ☐ No
5. Roof Height No Taller than 12 Feet at Property Lines
 - o Must slope at 1 ft vertical per 1 ft horizontal beyond 12 feet.
☐ Yes ☐ No
6. Exceptions to Setback for Height Granted by Planning Commission (if applicable)
☐ Yes ☐ No
7. Building Permit Obtained for Accessory Buildings Over 200 Square Feet
☐ Yes ☐ No
8. Garages and Buildings Less Than 5 Feet from Property Line Comply With:
 - o Roof does not project across property line
☐ Yes ☐ No
 - o Storm water runoff contained on property
☐ Yes ☐ No

- Building does not sit over any easements
☐ Yes ☐ No

9. Not Used as Living Quarters or Accessory Dwelling Unit (ADU)

- Unless granted a conditional use permit
☐ Yes ☐ No
-

City Staff Use Only:

Application Status:

- ☐ Compliant
- ☐ Non-Compliant with City Ordinances

Notes and/or Corrective Action Required:

City Representative Signature: _____

Date: _____

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Moroni City Sign Permit Checklist

Applicant Information:

- Applicant Name: _____
 - Property Address: _____
 - Zone (RA, R1, R2, C1, C2, M): _____
 - Applicant Phone: _____
 - Sign Type (Check One):
 - ☐ Nameplate (Residential)
 - ☐ Temporary (Residential/Commercial)
 - ☐ Identification (Residential)
 - ☐ Commercial/Manufacturing
 - ☐ Freestanding
 - ☐ Other: _____
 - Dimensions (S.F.): _____
 - Height (ft): _____
-

General Requirements for All Signs:

1. Safe & maintained (free from hazards).
☐ Yes
 2. No flashing/moving lights, unless otherwise permitted.
☐ Yes
 3. Not projecting into/over public property or obstructing traffic.
☐ Yes
 4. Temporary Signs: Secured, safe, not exceeding allowed size.
☐ Yes ☐ N/A
(Max 30 days before/after event)
-

Specific Sign Requirements:

1. Nameplate (Residential):

- Max 2 sq. ft.
☐ Yes ☐ N/A

2. Temporary (Residential):

- Max 2 signs, 6 sq. ft. each.
☐ Yes ☐ N/A

3. Temporary (Commercial/Manufacturing):

- Max 2 signs, 16 sq. ft. each.
☐ Yes ☐ N/A

4. Identification (Residential):

- Points of interest/historic sites, Planning Commission approval.
☐ Yes ☐ N/A

5. Commercial/Manufacturing Signs:

- Max 200 sq. ft., no off-site signs, not taller than the building.
☐ Yes ☐ N/A

6. Freestanding:

- Open vision maintained, complies with sight distance rules.
☐ Yes ☐ N/A

City Staff Use Only:

Status:

- ☐ Compliant
- ☐ Non-Compliant

Notes: _____

- City Representative Signature: _____
Date: _____



Moroni City Simple Lot Subdivision Checklist

Simple Lot Two (2)

Applicant Information:

- Applicant Name: _____
 - Subdivision Name: _____
 - Applicant Address: _____
 - Phone: _____
 - Prepared By: _____
 - Zoning: _____
-

Concept Plan Checklist:

1. Complete Submission to the City
 - ☐ Yes ☐ No
 - Reviewed by the Development Review Committee (DRC).
 2. Vicinity Plan Included
 - ☐ Yes ☐ No
 3. General Layout of Lots and Streets
 - ☐ Yes ☐ No
 - Includes scaled dimensions of lots and basic street layout.
 4. Compliance with General Plan and Zoning Ordinances
 - ☐ Yes ☐ No
 5. Preliminary Engineering Feasibility
 - ☐ Yes ☐ No
 - Addressing any engineering or design concerns.
-

Preliminary Plan Checklist:

1. Complete Application Submitted
 - ☐ Yes ☐ No
 - Includes name, subdivision name, preparer, zoning, and proposed use.
 2. Preliminary Plan Fees Paid
 - ☐ Yes
 3. Owner's Affidavit (with clear title report)
 - ☐ Yes
 4. Electronic Copy of Plans (PDF)
 - ☐ Yes
 - Includes subdivision layout, vicinity plan, table of lot details, tie to section corner, and legal description.
 5. Preliminary Plat Details
 - ☐ Vicinity sketch, north point, scale
 - ☐ Lot layout, dimensions, setbacks, street frontage
 - ☐ Utilities (sewer, water, storm drainage)
 - ☐ Flood zone, wetlands, natural hazards
 6. Additional Documents (If Required by City Engineer):
 - ☐ Soils Report
 - ☐ Storm Water Plan
 - ☐ Wetland Delineation (if applicable)
-

Final Plat Checklist:

1. Final Plat Fees Paid
 - ☐ Yes
2. Proof of Ownership Submitted
 - ☐ Yes
3. Final Plat Submission (PDF format)

- ☐ Tie to section corner, survey details
 - ☐ Legal description and subdivision name
 - ☐ North arrow, scale (1" = 50'), legend
 - ☐ Accurate dimensions (lot lines, streets, easements)
 - ☐ Right-of-way and adjoining streets details
 - ☐ Lots numbered, streets named
 - ☐ Dedications for water and sewer lines, municipal easements
4. Engineer/Surveyor Stamp & Signature
- ☐ Yes
5. Offsite Easements Recorded
- ☐ Yes
 - ☐ N/A
6. Cost Estimate for Off-Site Improvements
- ☐ Yes
-

Subdivision Improvement Plan Checklist:

1. Utility and Easement Layouts
 - ☐ Yes ☐ No
 - Showing the layout and profile of water, sewer, and other utilities.
2. Statements of Service Availability from Utility Providers
 - ☐ Yes ☐ No
3. Accurate Depiction of Existing Rights of Way and Easements
 - ☐ Yes ☐ No
4. Roads and Drainage
 - ☐ Yes ☐ No
 - Plans, profiles, and cross-sections for streets, culverts, and drainage structures.
5. Grading and Drainage Plan

- ☐ Yes ☐ No
- Includes contours and erosion control measures.

6. Subdivision Improvement Cost Estimates

- ☐ Yes ☐ No
-

Additional Requirements (If Applicable):

1. Water Conveyance Facility (Within 100 feet of site):

- ☐ Yes ☐ No ☐ N/A

2. Attorney Review Completed

- ☐ Yes ☐ No
-

City Staff Use Only:

Application Status:

- ☐ Complete
- ☐ Incomplete

Notes/Corrections Required: _____

City Representative Signature: _____

Date: _____



Moroni City Subdivision Checklist

Three (3) or More

Applicant Information:

- Applicant Name: _____
 - Subdivision Name: _____
 - Applicant Address: _____
 - Phone: _____
 - Prepared By: _____
 - Zoning: _____
-

Concept Plan Checklist:

1. Complete Submission to the City
 - ☐ Yes ☐ No
 - Reviewed by the Development Review Committee (DRC).
 2. Vicinity Plan Included
 - ☐ Yes ☐ No
 3. General Layout of Lots and Streets
 - ☐ Yes ☐ No
 - Includes scaled dimensions of lots and basic street layout.
 4. Compliance with General Plan and Zoning Ordinances
 - ☐ Yes ☐ No
 5. Preliminary Engineering Feasibility
 - ☐ Yes ☐ No
 - Addressing any engineering or design concerns.
-

Preliminary Plan Checklist:

1. Complete Application Submitted

- ☐ Yes ☐ No
- Includes name, subdivision name, preparer, zoning, and proposed use.

2. Preliminary Plan Fees Paid

- ☐ Yes

3. Owner's Affidavit (with clear title report)

- ☐ Yes

4. Electronic Copy of Plans (PDF)

- ☐ Yes
- Includes subdivision layout, vicinity plan, table of lot details, tie to section corner, and legal description.

5. Preliminary Plat Details

- ☐ Vicinity sketch, north point, scale
- ☐ Lot layout, dimensions, setbacks, street frontage
- ☐ Utilities (sewer, water, storm drainage)
- ☐ Flood zone, wetlands, natural hazards

6. Additional Documents (If Required by City Engineer):

- ☐ Soils Report
- ☐ Storm Water Plan
- ☐ Wetland Delineation (if applicable)

Final Plat Checklist:

1. Final Plat Fees Paid

- ☐ Yes

2. Proof of Ownership Submitted

- ☐ Yes

3. Final Plat Submission (PDF format)

- ☐ Tie to section corner, survey details
 - ☐ Legal description and subdivision name
 - ☐ North arrow, scale (1" = 50'), legend
 - ☐ Accurate dimensions (lot lines, streets, easements)
 - ☐ Right-of-way and adjoining streets details
 - ☐ Lots numbered, streets named
 - ☐ Dedications for water and sewer lines, municipal easements
4. Engineer/Surveyor Stamp & Signature
- ☐ Yes
5. Offsite Easements Recorded
- ☐ Yes
 - ☐ N/A
6. Cost Estimate for Off-Site Improvements
- ☐ Yes
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Subdivision Improvement Plan Checklist:

1. Utility and Easement Layouts
 - ☐ Yes ☐ No
 - Showing the layout and profile of water, sewer, and other utilities.
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3. Accurate Depiction of Existing Rights of Way and Easements
 - ☐ Yes ☐ No
4. Roads and Drainage
 - ☐ Yes ☐ No
 - Plans, profiles, and cross-sections for streets, culverts, and drainage structures.
5. Grading and Drainage Plan

- ☐ Yes ☐ No
- Includes contours and erosion control measures.

6. Subdivision Improvement Cost Estimates

- ☐ Yes ☐ No

Additional Requirements (If Applicable):

1. Water Conveyance Facility (Within 100 feet of site):

- ☐ Yes ☐ No ☐ N/A

2. Attorney Review Completed

- ☐ Yes ☐ No

City Staff Use Only:

Application Status:

- ☐ Complete
- ☐ Incomplete

Notes/Corrections Required: _____

City Representative Signature: _____

Date: _____