

Garden City Project Checklist

A complete application packet must be filed with the Garden City Town Clerk **by the due date listed on the “Procedure for Submittal Poster”** for the meeting when your project will be considered. **Incomplete packets will not be accepted.** Subdivisions, PUD/PRUD, and Condominium projects are required to follow the Subdivision/PUD/PRUD Process, an AEG pre-meeting before turning in this packet is encouraged.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.

PLEASE REFER TO ORDINANCES FOR A LIST OF REQUIRED DOCUMENTS TO BE INCLUDED WITH THE FOLLOWING PROJECT APPLICATIONS:

- Subdivision Plat:** \$3,000 Deposit * 11E
 Preliminary Plat: \$500 per plat + \$10 per lot 11E-400
 Final Plat: \$500 per plat + \$10 per lot 11E-500
 Amended Plat: \$300 per plat
Subdivision packets must include A, 20 of B, 4 of C, D, E, & F for each plat
- Condominium Plat:** \$3,00 Deposit * Must follow Subdivision Ordinance, Chapter 11E and/or Planned Unit Development Ordinance, Chapter 11F and:
 Condominium Plat: \$500 per plat + \$10 per lot 11E-524
 Townhouse Plat: \$500 per plat + \$10 per lot 11E-525
Condominium packets must include A, 15 of B, 4 of C, D, E, & F for each plat
- Planned Unit Development or Planned Residential Development (PUD or PRUD):**
 \$3,000 Deposit * 11C-1950, 11F & 11 E
 Preliminary PUD Development Plan: \$1,000 11F-103
 Final Development Plan: \$1,000 11F-107
PUD/PRUD packets must include A, 20 of B, 4 of C, D, E, & F for each plat
- Readjustment of Lot Lines or Lot Splits:** \$250 11E-506
Packets must include A, B, C, D, E, & F, Also, a deed for each lot
- Vacation of Subdivision:** \$300 11E-523
Packets must include A, 20 of B, 4 of C, D, E, & F
- Conditional Use Permit:** \$300
CUP packets must include A, 9 of B, D, E, & F
- Variance:** \$250 11B-308
Variance Packets must include A, B, D, E, & F
- Annexation:** \$300 for first acre or less, \$20 per acre for each additional acre (Maximum of \$1,000) 11A-300
Annexation packets must include A, 20 of B, 4 of C, D, E, & F

- Zone Change:** \$300 for first acre or less, \$20 per acre for each additional acre
(Maximum of \$1,000) 11A-302
Zone Change packets must include A, 20 of B, 4 of C, D, E, & F
- Encumbrance:** \$250
Encumbrance Packets must include A, B, D, E, & F
- Un-Encumbrance:** \$250
Un-Encumbrance Packets must include A, B, D, E, & F
- Appeal:** \$250
Appeal Packets must include A and a letter from the property owner outlining the reason for the appeal.
- Extension of Time:**
Extension of Time Packets must include A, and a letter from the Developer explaining the reason for the extension request.
- Other Land Use Permits:** \$50
Packets must include A, B, D, E, & F
- Water Share Transfer:**
Water Share Transfer Packets must include A
- AEG Meeting, (Affected Entity Group):** \$350 Deposit
Packets must include A, 10 of B

Note:

1. Fees are to cover costs of processing application. Applicants may be billed for additional costs.
2. Changes to land, lot lines, etc. may affect access to water connections.
3. The \$3,000 deposit is used to cover engineer costs, attorney costs, recording fees, etc. The balance will be refunded to the developer.

PACKET DOCUMENTATION REQUIREMENTS

- A.** Completed Garden City "Application for Project Review" form.
- B.** 11"x14' or 11'x17' plot plan showing lot dimensions and area, and the location, uses dimensions, and set backs of all existing and proposed buildings. Any right-of-ways or easements must be shown if applicable. **Provide 20 readable copies.**
- C.** A "D" size (22" x 34") plot plan showing lot dimensions and area, and the location, uses, dimensions, and set backs of all existing and proposed buildings. When appropriate, include the same information for property from which a new lot is being created. Plot at appropriate scale (e.g. 1"=50' or 1"=100')
- D.** A legal description and current ownership plat of the property.
- E.** A current Title Report or Preliminary Title Report showing ownership. Must match legal description on plat.
- F.** An electronic copy of plat.

Please review Garden City ordinances for requirements for each type of project. Garden City ordinances can be found at www.gardencityut.us.

**EXHIBIT A:
APPLICATION FOR PERMIT REVIEW**

Application for Project Review Garden City, Utah

This application must be accompanied with the necessary and appropriate materials, as stated on the project checklist, before it will be accepted for processing. The date upon which the project will appear on an agenda is determined by the notification schedule required by the State of Utah. The project will be scheduled for the next meeting for which a legal notice has not yet been prepared, after an application is accepted as complete by the Town Staff.

Type of Application (check all that apply):	Ordinance Reference:
<input type="checkbox"/> Annexation	11A-301
<input type="checkbox"/> Appeal	11B-400
<input checked="" type="checkbox"/> Conditional Use Permit	11C-500
<input type="checkbox"/> Condominium/Townhouse	11E-524 or 11E-525
<input type="checkbox"/> Encumbrance	
<input type="checkbox"/> Extension of Time	Subdivision 11E-503/PUD or PRUD 11F-107-A-2
<input type="checkbox"/> Lot Split/Lot Line Adjustment	11E-506
<input type="checkbox"/> Plat Amendment (Subdivision)	
<input type="checkbox"/> PUD Development Plan	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PRUD Conceptual	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PRUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> Subdivision	11E-100
<input type="checkbox"/> Vacation of Subdivision	11E-523
<input type="checkbox"/> Variance	11B-308
<input type="checkbox"/> Water Transfer	13A-1300
<input type="checkbox"/> Zone Change	
<input type="checkbox"/> AEG Meeting, (Affected Entity Group)	
<input type="checkbox"/> Other Land Use Permit _____	

Project Name: Bear Lake Marina Side KOA Expansion Current Zone: C1&C3 Proposed Zone: C1&C3

Property Address: 485 N Bear Lake Blvd. Garden City, UT. 84028. Rich County.

Parcel # 41 16 00 062

Contact Person: Weston Heidzig (CIVIL) Phone #: 925-450-3750

E-mail address: wheidzig@sanbell.com

Mailing Address: 7077 Koll Center Parkway, Suite 210. Pleasanton, CA.

Applicant (if different): Sara Lohstroh (KOA REP) Phone #: 828-606-2501

Mailing Address: 1205 N. Transtech Way - Billings MT, 59102.

Property Owner of Record (if different): _____ Phone #: _____

Mailing Address: _____

Project Start date: SPRING 2026 Completion date: 2027-2028

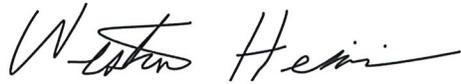
Describe the proposed project as it should be presented to the hearing body and in the public notices.

See attached "PROJECT DESCRIPTION"

Lot Size in acres or square feet: 5.13+/- AC Number of dwellings or lots: 41 SITES + 1 MANAGERS HOUSE

Non-residential building size: 500+/- SQFT AMENITY BUILDING + 3,058+/- EXISTING MAINTENANCE SHOP

I certify that the information contained in this application and supporting materials is correct and accurate. **I have read and understand the requirements and deadlines associated with this application.**



Signature of Applicant

I certify that I am the Owner of Record of the subject property and that I consent to the submittal of this application. **Owner of Record MUST sign the application prior to submitting to Garden City.**



Signature of Owner of Record

Signature of Owner of Record

Signature of Owner of Record

Office Use Only
Date Received: _____
Fee: _____
By: _____

**EXHIBIT B:
PROJECT DESCRIPTION**

BEAR LAKE MARINA SIDE KOA HOLIDAY EXPANSION

PROJECT DESCRIPTION

Kampgrounds of America (KOA) is proposing an expansion to their existing Bear Lake Marina Side Holiday site. The proposed expansion is on an approximately 5.13+/- Acre parcel of land located on the southwesterly corner of their existing facility between existing Paradise Parkway and existing Bear Lake Blvd. The proposed facility will consist of 41 Sites total as a combination of RV Pull-Through and RV Back-In sites. The project will also provide 9 Trailer Parking spots located on the southern side of the property for additional storage space separate from the standard sites. 1 Managers House will be installed on the SW corner of the property to house a site manager full time.

This expansion will provide utility hookups (water, sanitary, electrical), drive access for pull through sites, back in sites, improvements to existing maintenance facility shop building, and access to existing amenities located on adjacent existing Holiday Site. New amenity installations include a bath house and dog park.



BEAR LAKE MARINA SIDE KOA EXPANSION LAND USE PLAN SET GARDEN CITY

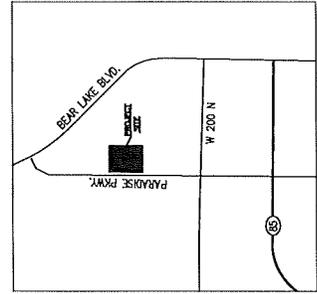
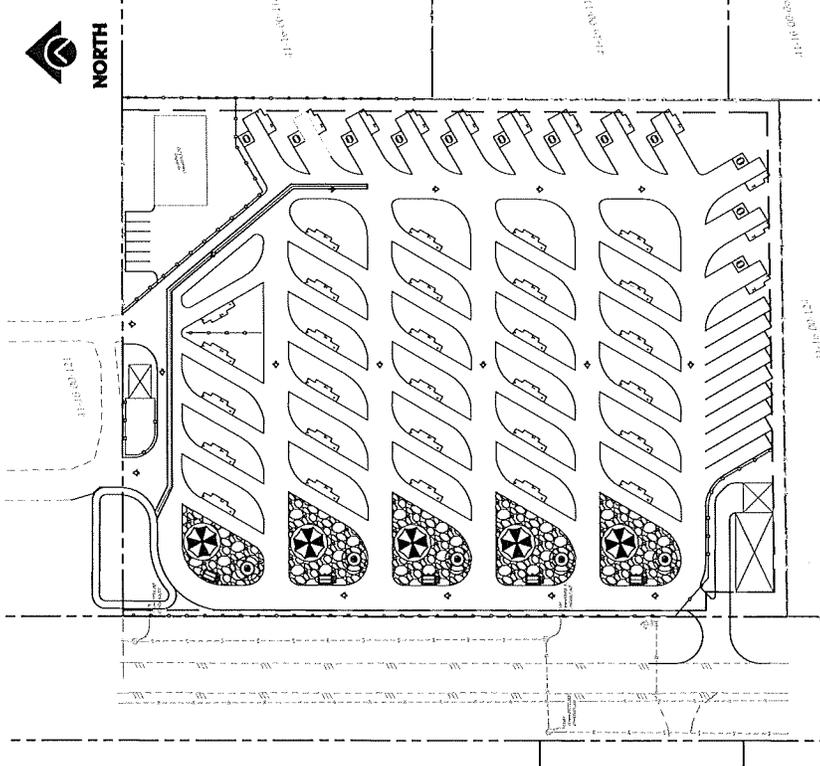
RICH COUNTY UTAH
JUNE 2025

OWNER/DEVELOPER:
KAPRASSIS OF AMERICA
1205 N. TRANSTECH WAY
BILLINGS, MONTANA 59102
(928) 608-2501

CIVIL ENGINEER:
SANBELL
2730 DIAMOND BOULEVARD, SUITE 100
CONCORD, CA 94520
(925) 665-4668

ENGINEERING GENERAL NOTES

- THE ENGINEER ASSUMES NO RESPONSIBILITY BEYOND THE AGENCY OF HIS DESIGN CONTAINED HEREIN.
- THE CIVIL ENGINEERING DESIGN SHOWN HEREON WAS PREPARED IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING AND/OR SURVEYING PRACTICES APPLICABLE ON THE DATE OF SIGNATURE BY THE ENGINEER. IF CONSTRUCTION OF THE IMPROVEMENTS SHOWN HEREON DOES NOT COMMENCE WITHIN EIGHT MONTHS FROM THE DATE OF SIGNATURE BY THE ENGINEER, THE PLANS MUST BE RE-OPENED AND RE-DESIGNED BY THE ENGINEER. THE ENGINEER SHALL BE RESPONSIBLE FOR ANY CHANGES AND RE-DESIGNING AND RE-ISSUED BY THE ENGINEER PRIOR TO ANY WORK BEING PERFORMED.
- CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS AND ALL NECESSARY PERMITS AND REGULATIONS AND NOT BE LIMITED TO NORMAL WORKING HOURS AND THAT THIS REGULATION SHALL APPLY TO ALL WORK AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.
- CONTRACTOR SHALL POST EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, AMBULANCE, POLICE AND FIRE DEPARTMENTS.
- IF SANBELL IS TO PROVIDE THE CONSTRUCTION STAKES, THE NUMBER AND LOCATION OF STAKES REQUIRED SHALL BE DETERMINED BEFORE THE CONSTRUCTION BEGINS AND SHALL BE AGREED UPON BY BELLECO, THE OWNER AND THE CONTRACTOR. ALL STAKING REQUESTS SHOULD BE DIRECTED TO THE ENGINEER A MINIMUM OF TWO (2) WORKING DAYS PRIOR TO ACTUAL NEED. ANY ADDITIONAL STAKING OR RESTAKING WILL ONLY BE DONE AS DIRECTED AND AUTHORIZED BY THE OWNER OR HIS AUTHORIZED AGENT.
- THE ENGINEER ASSUMES NO RESPONSIBILITY FOR ANY WORK PERFORMED BY THE CONTRACTOR AND/OR OWNER BASED ON DRAWINGS WHICH HAVE NOT BEEN SIGNED AND SEALED BY THE ENGINEER, APPROVED BY THE CITY ENGINEER, AND SPECIFICALLY NOTED AS "APPROVED FOR CONSTRUCTION" BY THE ENGINEER. ALL INFORMATION SHOWN ON PRELIMINARY DRAWINGS IS SUBJECT TO CORRECTION AND/OR CHANGE AND THE CONTRACTOR AND/OR OWNER SHALL PERFORM ANY AND ALL IMPROVEMENTS AT THEIR OWN RISK.
- THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL EASEMENTS, RIGHTS OF ENTRY, ETC. NECESSARY TO CONSTRUCT ANY WORK SHOWN HEREON.
- OBSTRUCTIONS INDICATED ARE FOR INFORMATION ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXISTING CONDITIONS IN THE FIELD PRIOR TO CONSTRUCTION OF CONSTRUCTION STAKING BY THE ENGINEER. ANY RESTRICTIONS REQUIRED AS A RESULT OF OBSTRUCTIONS ENCOUNTERED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER ASSUMES RESPONSIBILITY THAT THE OBSTRUCTIONS INDICATED WILL BE THE OBSTRUCTIONS ENCOUNTERED. ALL EXISTING ELEVATIONS SHOWN ARE AS MEASURED IN THE FIELD UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES MADE WITHOUT WRITTEN AUTHORIZATION FROM SANBELL.
- THE CONTRACTOR SHALL PROVIDE THE NECESSARY SAFETY OR TESTING EQUIPMENT AND PERSONNEL.
- THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAG PERSONS, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY IN ACCORDANCE WITH UDOT AND UT-OSHA SPECIFICATIONS, INCLUDING ALL COSTS FOR FLAGGERS.
- ALL WORK SHALL CONFORM TO THE CURRENTLY ADOPTED EDITIONS OF THE STANDARD PLANS AND SPECIFICATIONS OF THE TOWN OF GARDEN CITY UNLESS OTHERWISE NOTED.
- THE INSTALLATIONS OF EROSION CONTROL FACILITIES AND MEASURES IS NECESSARY AT ALL TIMES.
- REFER TO TOWN OF GARDEN CITY ORDINANCES, PROJECT CHECKLIST, AND APPLICATION FOR PROJECT REVIEW FOR ADDITIONAL IMPORTANT INFORMATION AND REQUIREMENTS.
- BASIS OF BEARINGS FOR THIS SURVEY IS DETERMINED BY FOUND MONUMENTS.
- PROPOSED GROUND CONTOUR INTERVAL SHOWN ON THE PLANS ARE 1 FOOT MINOR AND 5 FOOT MAJOR.
- TOPOGRAPHIC INFORMATION SHOWN HEREON WAS COMPILED FROM GROUND SURVEY PERFORMED BY ADVANCED LAND SURVEYING, INC ON JUNE 17, 2024 - CONTOUR INTERVAL IS 1 FOOT MINOR AND 5 FOOT MAJOR.



SHEET NO.	SHEET INDEX
C1.0	COVER SHEET
C2.0	EXISTING CONDITIONS & DEMOLITION
C3.0	SITE PLAN
C4.0	GRADING PLAN
C5.0	UTILITY PLAN
C6.0	PHASING PLAN
C7.0	DETAILS

SITE DATA
 PARCEL NUMBER: 44-16-00-002
 SITE AREA: 5.13± ACRES
 RV SITE (FULL-TIME): 29 (2,500 SQFT EACH)
 RV SITE (BACKPACK): 12 (2,500 SQFT EACH)
 TRAILER PARKING: 9 SPOTS (17,500)
 RV SITES PER ACRE: 8
 STAFF PARKING: 6 STALLS (10,000)
 MANAGER'S OFFICE: 1,800 SQFT (44,700)
 MANAGER'S GARAGE: 576 SQFT (24,224)
 EXISTING SHOP: 3,057± SQFT
 BATH HOUSE: 500 SQFT
 DOG PARK: 1,038 SQFT

AMENITY INFORMATION
 THE EXISTING KOA SITE TO THE NORTH OF THIS PROJECT HAS THE FOLLOWING EXISTING AMENITIES TO BE SHARED WITH THIS PROJECT: LAUNDRY, PARK RESTROOMS, TRAILER PARKING, WALK-OUT, CHECKERBOARD, JUMPING PILLOW, PLAYGROUND, CORNHOLE, AND SHUFFLEBOARD.

THIS PROJECT PROPOSES THE FOLLOWING ADDITIONAL AMENITIES: BATH HOUSE, DOG PARK.

ZONING INFORMATION
 EXISTING: C14C3 = 5.13± ACRES
 PROPOSED: C14C3 CONDITIONALLY USED AS RV PARK = 5.13± ACRES

LAND USE INFORMATION
 EXISTING LAND USE: UNDEVELOPED COMMERCIAL
 PROPOSED LAND USE: RV PARK

LOCATION MAP
SCALE: 1" = 50'

