



Welcome to The Town Of

Garden City

Utah

Where Families Play

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:

| | | |
|--------------------------|---|----------------------|
| <input type="checkbox"/> | 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 | |
| | <i>Subdivision packets must include A, 20 of B, 4 of C, D, E, & F for each plat</i> | |
| <input type="checkbox"/> | Condominium Plat: \$3,000 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 |
| | <i>Condominium packets must include A, 15 of B, 4 of C, D, E, & F for each plat</i> | |
| <input type="checkbox"/> | 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 |
| | <i>PUD/PRUD packets must include A, 20 of B, 4 of C, D, E, & F for each plat</i> | |
| <input type="checkbox"/> | Readjustment of Lot Lines or Lot Splits: \$250 | 11E-506 |
| | <i>Packets must include A, B, C, D, E, & F, Also, a deed for each lot</i> | |
| <input type="checkbox"/> | Vacation of Subdivision: \$300 | 11E-523 |
| | <i>Packets must include A, 20 of B, 4 of C, D, E, & F</i> | |
| <input type="checkbox"/> | Conditional Use Permit: \$300 | |
| | <i>CUP packets must include A, 9 of B, D, E, & F</i> | |
| <input type="checkbox"/> | Variance: \$250 | 11B-308 |
| | <i>Variance Packets must include A, B, D, E, & F</i> | |
| <input type="checkbox"/> | Annexation: \$300 for first acre or less, \$20 per acre for each additional acre (Maximum of \$1,000) | 11A-300 |
| | <i>Annexation packets must include A, 20 of B, 4 of C, D, E, & F</i> | |

- 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 RV PARK/CAMPGROUND
- 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):

| | | |
|---|----------------------|---|
| <input type="checkbox"/> Annexation | Ordinance Reference: | 11A-301 |
| <input type="checkbox"/> Appeal | | 11B-400 |
| <input 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) | | |

Other Land Use Permit RV PARK/CAMPGROUND

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.

EXHIBIT C:
CIVIL LAND USE SET

