



PL No. \_\_\_\_\_

Date \_\_\_\_\_

# Application

## Site Plan

**A. Applicant's Name** \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

**B. Primary Contact Person** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

**C. Project Information**

1. Name of Proposed Business \_\_\_\_\_

2. Address \_\_\_\_\_

3. Description of the Proposed Business \_\_\_\_\_

4. Sidwell/Tax ID# \_\_\_\_\_ Total Acreage of the Site \_\_\_\_\_

5. Current Zoning of the Proposed Site \_\_\_\_\_

Zoning of Adjacent Parcels: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

6. Current Use of the Land \_\_\_\_\_

7. Number of Existing Structures \_\_\_\_\_

8. Describe the Proposed Use and Structures for the Site \_\_\_\_\_

9. Did this Project Require a Rezone? Yes / No If Yes, PL# \_\_\_\_\_

10. Did this Project Require a Conditional Use Permit? Yes / No If Yes, PL# \_\_\_\_\_

**By signing this application, I acknowledge that I have read and understood the application, ordinances, checklists, etc. associated with this application, and that any and all required drawings, plans, and other submittals are included and complete. All drawings and plans, and the proposed development, must comply with the requirements of the Engineering Plan Review Checklist, Riverton City Standards and Specifications, and all applicable Riverton City ordinances and standards.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*\*\*You will receive a letter following the Planning Commission and City Council meeting providing status of your application\*\*\*

PL No. \_\_\_\_\_

Date \_\_\_\_\_

# APPLICATION CHECKLIST

## SITE PLAN

TO BE COMPLETED PRIOR TO ACCEPTANCE OF APPLICATION

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Pre-Application Conference

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initial \_\_\_\_\_

### Complete Application Items

- Ownership Affidavit Signed and Notarized
- Legal Description of Property (Obtained from the County Recorder's Office)
- Mailing Label Set - Address Labels of Legal Property Owners within three hundred (300) feet of your property (Obtained from the SL County Recorder's Office)

***The Salt Lake County Recorder's Office is located at:  
2001 South State Street, Room N1600  
Salt Lake City, Utah (801) 468-3391***

### Required Maps and Drawings

Submitted to the Planning Dept. \_\_\_\_/\_\_\_\_/\_\_\_\_

**(4) Four Full Size Sets (24x36 inch copies) and**

**(1) One 11x17 inch copy of the following:**

- Site Plan
- Landscaping and Irrigation Plan
- Grading and Drainage Plan
- Utility Plan
- Lighting Plan
- Signage Plan

**(1) Copy of the following:**

- Architectural Elevations - (1) One 24x36 inch copy and (1) One 11x17 inch copy
- Survey - prepared and stamped by a Utah Registered Land Surveyor
- Traffic Study (As Required)
- Materials Board (As Required)
- Additional Drawings (As Required)
- Engineering Department Requirements and Checklists for Development

### Application Fees

Fees Paid \$ \_\_\_\_\_

***Please refer to the attached Riverton City Planning and Engineering Department Fee Schedule for required fees.***

### NOTES:

***Please refer to the attached Ordinance, 12-310 Site Plan Review and Standards, for complete application requirement details.***

#### Riverton City Use Only

DRC \_\_\_\_\_

PC \_\_\_\_\_

CC \_\_\_\_\_

# Riverton City Planning Department and Engineering Department Fees

Fees are non-refundable once application has been made.

Effective July 1, 2008



\* indicates advertising fees are required

## Subdivision Fees

Preliminary Subdivision Plat *	
Minor Subdivision	\$660.00
3-49 lots	\$1,530.00
50-99 lots	\$2,085.00
100-149 lots	\$2,625.00
150 + lots	\$3,180.00
<b>per lot fee</b>	<b>\$55.00</b>
Final Subdivision Plat	
4-49 lots	\$1,740.00
50-99 lots	\$2,160.00
100-149 lots	\$2,580.00
150 + lots	\$3,000.00
<b>+ per lot fee</b>	<b>\$150.00</b>
Single Phase Subdivision *	
4-10 Lots	\$1,050.00
11-20 Lots	\$2,100.00
<b>+ per lot fee</b>	<b>\$150.00</b>

## Zoning/General Plan Fees

Rezone (Advertising x2) *	
0-9 acres+	\$885.00
10-19 acres	\$1,155.00
20-49 acres	\$1,575.00
50 + acres	\$2,160.00
Text Change (Advertising x2) *	
Text Change	\$750.00
General Plan Amendment (Advertising x2) *	
0-9 acres+	\$750.00
10-19 acres	\$1,500.00
20-49 acres	\$3,000.00
50 + acres	\$3,750.00

## Advertising

Newspaper Advertising	\$75.00
Per address processing fee	_____ x \$0.50

<b>Sub-Total</b>	
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## Commercial Site Plan Fees

Site Plan *	+ Per acre	
0-5 acres	\$1,260.00	\$300
6-10 acres	\$1,815.00	\$600
11-19 acres	\$2,355.00	\$525
20 acres or more	\$2,910.00	\$525
Master Site Plan *		
0-5 acres	\$2,655.00	
6-10 acres	\$3,225.00	
11-19 acres	\$3,765.00	
20 acres or more	\$4,320.00	
Final Site Plan (Phasing of Master Site Plan)		
0-5 acres	\$1,260.00	\$300
6-10 acres	\$1,815.00	\$600
11-19 acres	\$2,355.00	\$525
20 acres or more	\$2,910.00	\$525
Multi-Family/Condo Development *		
0-40 units	\$1,785.00	
41-80 units	\$2,760.00	
81-119 units	\$4,260.00	
120 + units	\$5,325.00	
Commercial Subdivision in Conjunction with a Site Plan *		
Minor Subdivision	\$660.00	

## Miscellaneous Fees

Conditional Use *	
Conditional Use	\$300.00
Home Occupation	\$175.00
Sign Permit	
Temporary Signs	\$25.00 per sign
Permanent Signs	\$100.00 per sign
<i>Signs installed without permit pay double fee</i>	

<b>Sub-Total</b>	
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<b>TOTAL</b>	
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**OWNERSHIP AFFIDAVIT**

PROPERTY OWNER

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 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 application for which I/we am/are applying and understand that the attached application will be required to comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah

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AGENT AUTHORIZATION (If application will be in the name of someone other than the Owner(s))

I/we, \_\_\_\_\_, \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s)

\_\_\_\_\_  
(Agent)

to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application, and will comply with any and all applicable standards and ordinances of Riverton City.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared before me \_\_\_\_\_, \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in \_\_\_\_\_ County, Utah

# RIVERTON CITY

## PROJECT APPROVAL FLOWCHART / TIME SCHEDULE

**Development Review Committee**

- Discuss feasibility of project
- Staff concerns and recommendations
- No fee, but must schedule through staff



**Submit Project Application**

- Submit completed application
- Submit drawings and all required submittals
- Pay all application fees

*... Official Beginning of Process*



**1<sup>st</sup> Preliminary Review (redlines)**

- Planning redlines
- PW/ENG redlines
- Water Redlines
- Unified Fire

Allow at least 3 weeks (20 working days)  
Staff contacts after **all** redlines are completed



**2<sup>nd</sup>, 3<sup>rd</sup>, etc. Review (as needed)**

- Submit revised sets of drawings
- Must return latest sets of redlines

Allow 2 weeks (10 working days) for each subsequent review with redlines



**Advertise Period**

- Once each department has cleared plans, Planning Commission hearing is scheduled
- Notices mailed/posted as required

Notices must be posted/mailed a minimum of 10 days prior to public hearing.



**Planning Commission Meeting**

- Staff makes recommendations
- Commission may require additional changes
- Commission approves residential and commercial projects.

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**FOLLOWING PLANNING COMMISSION APPROVAL, PROJECT MAY PROCEED WITH BONDING, PLAT RECORDING, BUILDING PERMITTING, ETC, AS DIRECTED BY STAFF**