



Site Plan Application

PLZ# _____

Permit # _____

Date _____

- Master Site Plan
 Final Site Plan
 Standalone Site Plan

Project Name _____

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____

E-mail Address _____

Contact Person (if different than Applicant) _____

The applicant may assign a consultant or other third party to be the principle contact for the application by filling out this section.

Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____

E-mail Address _____

Project Information

1. Project Address _____

2. Tax ID# _____ Total Acreage of the Site _____

3. Current Zoning of the Proposed Site _____

Zoning of Adjacent Parcels: North _____ South _____ East _____ West _____

4. Did this Project Require a Conditional Use Permit? Yes / No If Yes, PL# _____

5. Describe the Proposed Use and Structures for the Site _____

By signing this application, I acknowledge that I have read and understood the application, ordinances, checklists, and other materials 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 all applicable Riverton City ordinances, and the Riverton City Standards and Specifications.

Applicant's Signature

Date

SITE PLAN APPLICATION CHECKLIST

Subdivision Name _____

Pre-Application Conference

- Date ____/____/____ Staff Initial _____

Complete Application Items

- Application page (complete and signed).
- Ownership Affidavit Signed and Notarized
- Mailing Label Set – current address labels of all legal property owners located within three hundred (300) feet of your project boundaries. Labels must be obtained from the Salt Lake 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 Plan Submittals

- Three (3) full-size plan sets (24x36 inch copies); and**
- One (1) 11x17 inch copy; and**
- One (1) Electronic copy in pdf form of the following:**
 - o Title Sheet
 - o Subdivision Plat
 - o Record of Survey or ALTA - prepared and stamped by a Utah Professional Land Surveyor
 - o Site Plan
 - o Topography Map
 - o Grading and Drainage Plan
 - o Utility Plan
 - o Landscaping and Irrigation Plan
 - o Lighting Plan
 - o Other sheets as required

- One (1) copy of the following:**
 - o Title Report
 - o Engineering Department Plan Review Checklist
 - o Geotechnical Report
 - o Storm Water Drainage Report (a separate 8.5x11 document see Engineer Checklist for Details)
 - o Storm Water Maintenance Plan or Covenant to Maintain (for private drainage systems)
 - o Traffic Study (Unless an exception was granted by City Engineer)
 - o Architectural Elevations - (1) One 24x36 inch copy and (1) One 11x17 inch copy
 - o Materials Board (As Required)

Application Fees (Calculated on the Riverton City Planning Department Fee Sheet)

- Fees Paid \$ _____

Application received by: Staff Initial _____ Date ____/____/____



Planning Department Fees

Fees are non-refundable once application has been made.

* indicates advertising fees are required

Subdivision Fees	
Minor and Preliminary Subdivision Plat *	
Minor Subdivision	\$660.00
Preliminary 4-49 lots	\$1,530.00
Preliminary 50-99 lots	\$2,085.00
Preliminary 100-149 lots	\$2,625.00
Preliminary 150 + lots	\$3,180.00
+ per lot fee	\$55.00
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
+ per lot fee	\$150.00
Single Phase Subdivision *	
4-10 Lots	\$1,050.00
11-20 Lots	\$2,100.00
+ per lot fee	\$150.00

Zoning/General Plan Fees	
Rezone (Advertising x2) *	
0-2 acres	\$425.00
2-9 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

Sub-Total

Commercial Site Plan Fees			
Site Plan *		+ Per acre	
0-5 acres	\$1,260.00	\$300	
6-10 acres	\$1,815.00	\$300	
11-19 acres	\$2,355.00	\$300	
20 acres or more	\$2,910.00	\$300	
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	\$300	
11-19 acres	\$2,355.00	\$300	
20 acres or more	\$2,910.00	\$300	
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 *			
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>			

Sub-Total

TOTAL

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

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