



## SNYDERVILLE BASIN

### CHECKLIST AND REVIEW PROCEDURE FOR FINAL SITE PLAN

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- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** One payment will be accepted for both the Planning and Engineering fees.
  - Residential Project:
    - ***Planning Fee:*** \$30.00 per lot/unit
    - ***Engineering Fee:*** \$5.00 per lot/unit
  - Non-Residential Project:
    - ***Planning Fee:*** \$75.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$75.00).
    - ***Engineering Fee:*** \$5.00 per acre of disturbed land (If the development area is less than one acre, the fee shall be a minimum of \$5.00).
- ***2 copies of a detailed Final Site Plan (Please submit 1 copy on 11" x 17" paper size and 1 copy on 24" x 36" paper size, drawn to scale), including:***
  - A legal description and accompanying map exhibit of the exhibit of the exterior boundaries of the development area giving lengths and bearings of the boundary lines, showing the location and type of boundary evidenced. Such information should be provided from the recorded plats. The legal description shall include the following data:
    - Metes and bounds of all property lines;
      - Total area of property;
      - North scale and arrow; and
    - Name and route numbers of boundary roads and the width of existing rights of way;
  - Existing topography with maximum contour intervals of two feet (2'), except where existing ground is on a slope of less than two percent (2%), then either one foot (1') contour intervals or spot elevation shall be provided where necessary.
  - A final detailed land use plan showing:
    - The location and arrangement of all proposed uses, including building area.
    - The height and number of floors of all buildings, other than single-family

- dwellings, both above and below or partially below the finished grade.
- A cross section elevation plan depicting all buildings, structures, monuments, and other significant natural and manmade features of the proposed development.
- The yard dimensions from the development boundaries and adjacent roads and alleys.
- The traffic and the pedestrian circulation system, including the location and width of all roads, driveways, entrances to parking areas and parking structures, trails, walkways and bicycle paths.
- Off-road parking and loading areas and structures, and landscape for parking areas.
- Greenbelt and other active recreation space areas, together with proposed private recreational areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreational facilities.
- Architectural features of typical proposed structures, including lighting fixtures, signs and landscaping.
- A plan or statement showing the location and design of all screening measures and indicating the type and height of such screening.
- When the development it to be constructed in stages or units, a final sequence of development schedule showing the order of construction of such stages or units, and approximate completion dates for the construction of each stage or unit.
- A copy of all covenants, restrictions and conditions pertaining to the use, maintenance and operation of private open space areas.
- All existing monuments found during the course of the survey (including a physical description such as “brass cap”).
- All existing easements or rights of way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County records.
- All rights of way and easements and trails (including open space) created by the development with their boundary, bearings, lengths, widths, name, number or purpose. For curved boundaries, the curve radius, central angle and length of arc shall be given.
- A final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan:
  - The area of all parcels created, total acreage, total acreage in lots, and total acreage in roads or other dedicated parcels;
  - Total number of dwelling units, by development phase;
  - Residential density and units per acre;
  - Total floor area and floor area ratio for each type of use;
  - Total area in open space and length of trails;
  - Total area in developed recreational open space; and
  - Total number of off road parking and loading spaces.
- The final site plan shall conform to current surveying practice and shall show the following information:
  - A title block giving the development’s name and the quarter-quarter section, section, township, range, principal meridian, and county of its location.
  - A notation of any adjoining plats or certificates of survey and titles thereto.
  - All monuments set during the course of the survey (including a physical description such as “rebar driven to depth of...”), including appropriate witness monuments.
  - The owner’s certificate of consent, including a legal description of the

subdivision's boundaries and the dedication of public ways or spaces. This certificate shall be signed, dated and notarized.

- The owner's certificate should include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording.
- A certificate of consent from any and all mortgagors, lien holders, or others with a real property interest in the development. These certificates shall be signed, dated and notarized.
- A certificate showing the name and registration number of the surveyor responsible for making the survey. This certificate shall be signed and dated.
- Signature blocks prepared for the dated signatures of the following:
  - Planning Commission
  - County Manager
  - County Recorder
  - County Engineer
  - County Attorney
  - Rocky Mountain Power
  - Questar Gas (when applicable)
  - Snyderville Basin Water Reclamation District
  - Park City Fire District
  - Snyderville Basin Recreation District
  - County Assessor

○ *1 electronic copy of the aforementioned materials in PDF format.*

○ *ADDITIONAL INFORMATION MAY BE REQUIRED.*

- **REVIEW PROCEDURE**

1. The planner will review the application. If the Final Site Plan has not had previous service provider review, the plan will be sent to various service providers for the review and comment. When their comments are received, the planner will contact the applicant to discuss the service provider recommendations.
2. The planner will schedule a public hearing before the Planning Commission which includes noticing all property owners located within 1,000' of the subject parcel.
3. After conducting a public hearing, the Planning Commission will make a recommendation to the County Manager for approval, approval with conditions, or denial of the request.
4. The planner will schedule a hearing before the County Manager. After reviewing the application, staff report, and Planning Commission findings and recommendations, the County Manager will approve, approve with conditions, or deny the request.
5. Upon a request from the planner, the applicant gains the requested signatures on the final mylar and submits it with the "Owner's Dedication and Consent to Record" signed and notarized by the property owner(s).
6. The planner sends the mylar to the applicable County Departments for their final review and signatures.
7. Upon a request from the planner, the applicant submits a Title Report for review by the County Attorney. *Please keep in mind that the County Attorney is the last one to sign the plat and they must do so within 30 days from the date of the Title Report.*
8. The plat is recorded in the Summit County Recorder's Office.



Community Development Department  
 P.O. Box 128  
 60 North Main Street  
 Coalville, Utah 84017  
 Phone: 435-615-3124  
 Fax: 435-615-3046  
 www.summitcounty.org

## FINAL SITE PLAN APPLICATION FORM

**Owner(s) of Record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Authorized Representative to Whom All Correspondence is to be Sent:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Information:**

Parcel #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) \_\_\_\_\_ NO

**Project Description (acreage, building square footage, number of lots, etc.):**

\_\_\_\_\_

**FOR OFFICE USE ONLY**

- Residential Project: *Planning Fee:* \$30.00 per lot/unit, *Engineering Fee:* \$5.00 per lot/unit
- Non-Residential Project: *Planning Fee:* \$75.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$75.00, *Engineering Fee:* \$5.00 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$5.00)
- Snyderville Basin*
- Eastern Summit County*

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

## OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

**PLEASE NOTE REGARDING FEES**; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

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I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_