



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

## SNYDERVILLE BASIN

### CHECKLIST AND REVIEW PROCEDURE FOR PRELIMINARY PLAN

---

#### • 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:*** \$250.00 per lot/unit
    - ***Engineering Fee:*** \$30.00 per lot/unit
  - Non-Residential Project:
    - ***Planning Fee:*** \$250.00 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 \$250.00).
    - ***Engineering Fee:*** \$30.00 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$30.00).
- ***2 copies of a detailed Preliminary 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 title block stating the name of the proposed development; the type of development; the name, address, and phone number of the legal owner(s) of property, and the professional person(s) responsible for the design and survey; and a graphic and written scale and date of preparation;
  - Location of true north and a vicinity map with section lines, township and range, including sufficient detail to show the location of the proposed development;
  - Surveyed boundaries of the development and total acreage, with the names of adjacent property owner(s) shown;
  - Topographic contour intervals no greater than five feet (5') for the specific portion of the property to be developed or altered in any fashion, unless otherwise stipulated by the Director;
  - A slope analysis showing grades ranging from 0-10%, 10-15%, 15-30%;
  - The location of wetlands, streams, and flood drainage channels, with all 100-year floodplains delineated;
  - The location of existing structures, public utility easements, power lines, drain pipes,

- culverts, ridgelines, water and sewer lines, wells and springs on or near the property;
- When it is contemplated that services will be provided by special districts or companies, letters of intent to provide service from such entities shall accompany the application;
  - Existing vegetation;
  - The location of and impact on any critical wildlife habitat, including birthing areas, critical winter range, and migration corridors;
  - The proposed development layout, including lots, parcels, buildings, setback lines, roads, utilities, fire hydrants and water storage systems where applicable, open space, and architectural and landscape concepts;
  - The proposed grading and drainage plan and landscape and maintenance plan.
- *1 electronic copy of the aforementioned materials in PDF format.*
  - *ADDITIONAL INFORMATION MAY BE REQUIRED.*



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

## PRELIMINARY 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:** \$250.00 per lot/unit, **Engineering Fee:** \$30.00 per lot/unit
- Non-Residential Project: **Planning Fee:** \$250.00 per acre of disturbed land or 1,000 sq ft of total building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$250.00), **Engineering Fee:** \$30.00 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$30.00)

- 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.

---

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: \_\_\_\_\_