

CITY OF MOAB

SITE PLAN APPROVAL APPLICATION

FORM MUST BE COMPLETED IN INK



DATE STAMP FOR CITY USE ONLY	<u>TO BE FILLED OUT BY APPLICANT</u>
	PROJECT NAME (if any):
	PROJECT STREET ADDRESS OR ACCESS STREET:
	<u>FOR CITY USE ONLY</u>
	APPLICATION NUMBER:
	DATE RECEIVED:
	APPLICATION FEE:
	TREASURER'S RECEIPT NUMBER:

All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within fifteen days.

SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature of owner/agent)</i>
FULL-SIZE DRAWINGS	THREE(3) copies of the required drawings must be provided. Drawings <i>must be 18" x 24" or 24" x 36"</i> in size.
REDUCED DRAWINGS	ONE (1) copy of the drawings reduced to <i>8.5" x 11"</i> or <i>11" x 17"</i> must be provided.
FEES	\$50.00 per each 1,000 square feet of building floor area
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.

REQUIRED SIGNATURES (sign & date)

City Planner	City Engineer
Public Works Director	Building Inspector
Zoning Administrator	Planning Commission Chair

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A. GENERAL INFORMATION

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Attach additional owner information if necessary.

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant or contact person: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Name of land surveyor: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

4. Description of proposal: _____

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- 5. Does the property/site contain hillside slopes over 25%? yes no unknown
- 6. Does any portion of the property/site reside in the FC-1 flood zone? yes no unknown
- 7. Are any restrictive covenants existing or proposed? (If yes, please attach. yes no
- 8. Are there underlying/overlying agreements on the property? yes no unknown

If yes, check as appropriate and provide a copy of the decision document:

- Conditional Use Permit
- Zoning Variance
- Planned Unit Development
- Other:

Under which jurisdiction was the approval given?

- City of Moab
- Grand County

Approval date: _____

I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Please Print Name

*Signature of owner or authorized agent

Date

Please Print Name

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized*



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APPLICATION SUBMITTAL CHECKLIST (Please retain this checklist for your records)

The following materials shall be assembled by Applicant and submitted to the City Planning Department as a single application package. A transmittal letter listing the included application materials is very helpful in determining if an application is complete.

- Application Form.** One completed original with original signature of Owner and/or authorized agent.
- Owner/Agent Authorization Form.** *(if applicable)* If the Applicant is someone other than the property owner, a form signed by Owner indicating that Applicant has Owner's permission to proceed with the proposed Land Use Action must be submitted.
- Application Fee.** A check payable to *City of Moab* in an amount determined according to the fee schedule as adopted by resolution of the Moab City Council
- Project Narrative.** A written description of the proposed project including, at a minimum, the following information about the project: Street address of property, type of use(s) proposed, existing use(s) if any, site acreage, area of new buildings proposed, points of access proposed, and number of parking spaces proposed. Applicant should provide any other information that would be useful to the Planning Commission in their review of the application such as how the proposal complies with the City General Plan and Land Use Code.
- Site Plan Drawings.** Scaled drawings of the site including all of the information outlined below shall be provided. All drawings must be prepared by an architect or engineer that is licensed to practice in the State of Utah. The scale of the drawings should be one that enables all of the required information to be clearly shown and labeled, but in no case shall the drawing scale be smaller than 1" = 100'. Projects involving large sites and or complex projects may require multiple sheets to cover the project area at an appropriate scale. If multiple sheets are used to show the proposed site development, a key map showing the entire project area and the location of each sheet shall also be provided.

Site Plan Drawing Set Requirements:

Size - Drawings may be on any standard paper size provided that the scale of the drawing is sufficient, as discussed above. If the submitted drawings use a sheet format larger than 11"x17"; then a reduced size drawing set shall also be submitted to facilitate reproductions by the City.

Number – A minimum of three (3) sets (bound) of full scale drawings and one (1) set of reduced scale drawings (if necessary) shall submitted.

The drawing set must, at a minimum, include the following:

- a title sheet,
- a master site plan sheet,
- a grading and drainage plan sheet,
- a site utilities plan sheet,
- a parking and circulation plan sheet, and
- a landscaping plan sheet.

Note: The necessary information to be shown on each sheet is described in detail below. If a drawing set includes all items listed, it will be deemed complete. Some projects may not warrant this level of detail. City staff may, at their discretion, waive certain drawing requirements for a particular project if, in the opinion of staff, the information to be waived is not necessary for a complete review of the proposed action. Applicant should meet with City Planning staff prior to preparation of the drawings to receive a written waiver.

Title Sheet – Drawing sets shall include a title sheet providing the following information: Project name, property address, parcel(s) ID numbers, property Owner (and Developer if different) name and contact info, designer's name (business) and contact info, Professional Engineer and/or Professional Architect seal with original signature, sheet index, vicinity map, City zoning designation(s) of parcels, flood hazard status (if applicable), and a project summary providing total area of parcel(s), type of use proposed, total floor area of buildings.

Master Site Plan Sheet(s) – a plan view drawing(s) of the site shall be provided that clearly shows the following information:

Existing Conditions: show all parcel boundaries located within 200 feet of the subject property; all easements on or adjacent to the subject property; flood hazard boundary lines; city zoning boundary lines; all public and private streets within 200 feet with travel lanes, bike lanes, and parking delineated as applicable; existing surface features including buildings, walls, fences, signs, paved areas, curb & gutter, trees over 8" in diameter, irrigation and/or drainage ditches, surface pipes, wells, exposed bedrock, etc.; existing utilities both overhead and buried; existing topography shown with contour lines at an interval of 2-feet or less, and any other information that will assist the City in evaluating the proposed land use.

Proposed Improvements: show proposed building footprints, building setbacks, parking areas, access driveways, street improvements, sidewalks, exterior lighting, utilities, walls, fences, trash enclosures, landscaped areas, proposed easements, etc.

Grading & Drainage Plan Sheet(s) – Show existing and proposed contour lines for the site and an area surrounding the site extending at least 20-feet in all directions. Show locations where existing stormwater surface flow enters the site and leaves the site; show all proposed stormwater improvements, provide the total amount of impervious surface area post construction in sq. ft.; show estimated peak flow rates and volumes leaving the site for the 10-yr, 25-yr, and 100-yr storm events; show daylight lines of proposed cuts and fills, retaining walls, slope treatments, finished grade slopes, and similar. (All retaining walls with more than 2 vertical feet of unbalanced backfill must be designed and stamped by a professional engineer.)

Site Utilities Plan Sheet(s) – Show all existing and proposed utility lines and associated structures on or near the site, both overhead and underground. Utilities include drinking water, sewer, irrigation water, power, gas, and communications lines. Information on the size and type of pipeline should be included if possible. Show location of meters and fire hydrants.

Parking and Circulation Plan Sheet(s) – Show all existing and proposed parking; typical parking space dimensions; provide total number of parking spaces; locations and widths of accesses (curb cuts), parking lot travel lanes, required fire apparatus access lanes, delivery and trash pickup routes if applicable, and parking proposed in the public right-of-way.

Landscaping Plan sheet(s) – Show all proposed landscaped areas; show location, size and species of all trees, show general information on shrubs & groundcovers.

- Architectural Drawings.** Scaled drawings of all proposed buildings shall be provided. At a minimum the drawings must include building elevation views from all sides clearly showing building height and types of exterior finish materials. In addition plan views of the building shall be shown indicating points of ingress and egress, accessible route from accessible parking to building, location and dimensions of wall mounted signage, exterior lighting, and the location and type of any exterior HVAC equipment.

Note: Only information necessary for the Site Development process review is listed. For the purposes of obtaining a Building Permit, additional drawings will need to be provided as required by the Building Code.

- Stormwater Drainage Plan.** The drainage system plan shall include an analysis of potential drainage problems for the subject property, along with a proposal indicating how the surface water generated from the site will be disposed of. The need for stormwater Best Management Practices (BMP's) shall be evaluated and included in the drainage design as appropriate. The plan must be stamped and signed by a registered Utah Professional Engineer. The plan shall include the projected volumes and peak flow rates of stormwater runoff from the site for the 10-year, 50-year, and 100-year storm events. In general the proposed drainage improvements should be designed to handle; the 10-year event flows without experiencing any significant concentrated surface flows, the 50-year event with a maximum site discharge of 0.2 cfs/acre, and the 100-year flow with no impact to structures both onsite and offsite. Detention of storm flows shall be provided as necessary to meet the requirements. Different durations of storm events should be investigated to determine what will be critical for the site. For most sites in the city, the critical storm duration will fall in the 15 minute to 2 hour range.

- Soils Investigation Report.** A site specific soils investigation report shall be required for all new commercial buildings unless waived in writing by the City Engineer. The report must be prepared by a professional engineer qualified to conduct geotechnical work, or professional geologist. The report must contain recommendations on foundation design and pavement design. Completeness of the report and all calculations are the responsibility of a registered design professional.

- Traffic Impact Analysis & Report.** A traffic impact study shall be performed for projects where the proposed improvements are anticipated to cause a significant increase in traffic counts on the street network in the project vicinity. The study and report shall be in conformance with ITE (Institute of Traffic Engineers) Guidelines. A "significant increase" shall mean a projected increase in traffic counts of greater than 250 trips/day for any single street or intersection.

Please Note: Applications will not be placed on an agenda until all necessary items and documentation have been received to create a complete application.