



**APPLICATION FORM FOR STAMPED SITE PLAN APPLICATIONS  
 & SUBMISSION REQUIREMENTS**  
**Planning and Zoning Department**  
**217 East Center Street**  
**Moab, Utah 84532**  
**Phone: (435) 259-5129**  
**Fax: (435) 259-0600**

**USE THIS APPLICATION IF:** *You are planning a commercial development, a multi-family residential use requiring a site plan (whether new, amended, or a change in use), or if you intend to construct, enlarge, structurally alter, or move on a building or structure within the city of Moab. All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within twenty-one business days.*

***Please note: Failure to comply with the requirements of a complete application will result in delay of processing your application.***

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

CITY USE	
<b>APPLICATION NUMBER:</b>	<b>RECEIVED DATE STAMP</b>
<b>APPLICATION FEE:</b> <ul style="list-style-type: none"> <li>• NEW OR AMENDMENT SITE PLAN - \$50.00 PER EACH 1,000 SQUARE FEET OF FLOOR AREA</li> <li>• MINIMUM FEE \$50.00</li> </ul>	
<b>TREASURER'S RECEIPT NUMBER:</b>	

**Application for Site Plan Approval under Section 17.67 of the  
 Moab Municipal Code (MMC), as amended.**

**USING THE APPLICATION FORM**

This application form is to be used for the following development:

- Construction of a new commercial structure of 2,000 square feet or more; or
- Construction of a new multi-family residential structure of six or more units; or
- Remodeling of an existing commercial building involving an addition of 2,000 square feet or more; or
- Use change of an existing structure involving an addition of 2,000 square feet or more; or
- Establishing a commercial parking lot

Please check with the Planning and Zoning Department to determine whether a Site Plan Application is required and whether the proposed development meets current zoning regulations before submitting the application for processing. The applicant has the responsibility to advise the City of Moab of any changes in ownership, agents, their names, addresses and telephone numbers etc.

**COMPLETENESS OF THIS APPLICATION**

The information requested by this application must be provided by the applicant, and will be used to process the Site Plan under MMC Section 17.09.660. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

A Pre-application Conference is required prior to submitting a Site Plan Application. This application form is available online at [www.moabcity.org](http://www.moabcity.org) or from the Planning Office on the second floor of the City Center, 217 East Center Street, Moab, Utah 84532. A published schedule of meeting dates is also available at [www.moabcity.org](http://www.moabcity.org).

Please note that this application contains three sections which must be reviewed/completed by the applicant.

- Section One – Fees and Application Procedure
  - o Please complete the fee calculation to ensure you have submitted the appropriate fee
  
- Section Two – Application Form
  - o Please complete in full and sign as appropriate
  - o Please complete the Owner’s Acknowledgement on page 4.
  
- Section Three – Site Plan Application Submittal Checklist

**SITE PLAN APPLICATION PROCEDURE**

An application for Site Plan Approval generally requires about 6 to 8 weeks to achieve final approval, depending on the complexity of the project. This process generally encompasses the following steps:

1. The application is received and reviewed by Planning Staff to ensure all required information is provided on the application form, that the appropriate fee is submitted, and that drawings are submitted in accordance with the City’s requirements.
  
2. Prior to the final consideration of an application, Planning Staff will schedule a Design Review Team (DRT) meeting for review of the proposal by the rest of the city departments as well as the Building Department, Fire Department, and utility providers.
  
3. At the DRT meeting staff and agencies will comment on the proposal and will outline where the site plan application does not satisfy the code or the required submittals for application.
  
4. Following the DRT meeting, Planning and Zoning Staff will forward all agency comments to the owner/applicant or the designated representative for a response, additional information or drawings. Upon receipt of agency and staff comments from the DRT meeting, the owner/applicant is required to forward an updated Site Plan, studies or any changes necessary to address comments or concerns arising from the DRT meeting. The revised plan must be in paper form and digital format. The applicant must submit the requested documents and a revised site plan for final review and comment by city staff. The city shall determine if the site plan application is sufficient to satisfy the definition of a “Complete Application” as established in MMC Chapter 17.06.020, *Definitions*, and if the application may be placed on the Planning and Zoning Commission agenda
  
5. Following final review of the revised Site Plan, the applicant will be formally advised in writing, as to the final disposition of the proposed development. There are two levels of review. Level I applications shall be reviewed by the Development Review Team (DRT). Level II applications shall be reviewed by the Planning Commission. Subsequent to the DRT meeting or Commission meeting, a follow-up letter describing the action of the Land Use Authority, and any conditions, shall be forwarded to the applicant with a copy of the signed resolution.

**HELP**

Questions in respect to the application and process or requests for pre-consultation with staff may be made in person at: Planning and Zoning Department, 217 East Center Street 2nd Floor, Moab, Utah, or by telephone (435) 259-5129.

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**APPLICATION INFORMATION**

**DATE:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**A. GENERAL INFORMATION**

**1. Name(s) of property owner(s):** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Attach additional owner information if necessary.**

*Where two or more persons own the subject property, one owner shall be designated as a contact if section 2 below is not completed. 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: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3. Name of land surveyor:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**4. Does the property/site contain hillside slopes over 15%?**  yes  no  unknown

**5. Is any portion of the property located in the FC-1 flood zone?**  yes  no  unknown

**6. Are any restrictive covenants existing or proposed? (If yes, please attach.)**  yes  no

**7. 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 original site plan 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***

# SITE PLAN APPROVAL APPLICATION

## APPLICATION SUBMITTAL CHECKLIST

(Please retain this checklist for your records. Do not submit with the application.)

*The following materials shall be assembled by the 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 by 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 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, engineer or surveyor that is licensed to practice in the State of Utah. The scale of the drawings shall be no smaller than 1" = 50'. Projects involving large sites and/or complex projects may require multiple sheets to cover the project area. 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.** One original (1) bound set of full scale drawings (min. 24" x 36"), one (1) set of reduced scale drawings (11"X17"), and an electronic version of all documents shall be submitted. Applicants shall submit a site plan with requirements as listed below. **Note:** when submitting this application, please **do not copy or include** the Submittal Checklist sheets attached to this application
  - Parcel Boundary Lines.** Include all easements, setbacks and construction limits of the project site;
  - Drives, Streets, and Rights-of-way.** Include widths of pavement, curb and gutter, and dimensions of rights-of-way;
  - Parking and Loading.** The parking plan must include a count of spaces and details of handicap parking spaces as well as indicating the location and types of exterior lighting proposed for security lighting of the area;
  - Access.** Include all points of ingress, egress. For developments adjacent to and accessed by a state or federal highway, a completed highway access permit application from the Utah Department of Transportation (UDOT) must be submitted with the application, with a permit issued prior to building permit approval;
  - Refuse Areas.** Drawings and locations of the refuse enclosures must be included;
  - Common open space.** All open space, common areas, parks, sidewalks, and trails (with required connectivity) must be clearly depicted;
  - Topography.** All site conditions including terrain contours, drainage areas, and other physical features on or within 100 feet of the site must be shown; existing and finished grades must be clearly shown in different shades or contour depictions; all elevations shall be shown in the most current North American Vertical Datum (NAVD). Level I Applications may contain this topographic survey on the site plan. Level II applications must show a separate topographic survey;
  - Use Types.** Specific areas proposed for specific types of land use shall be shown, and must include the acreage or square footage for each area;

- Public Dedications. Areas proposed for public dedication (i.e. utility easements, trails, open space, or the like) shall be depicted;
- Lots or Plots. The dimensions and areas for each lot or plot must be shown;
- Adjacent Zoning. Zoning for adjacent properties within three hundred feet of the subject property shall be shown;
- Fire Hydrants. The locations of all fire hydrants;
- Title Block. A title block shall appear in the lower right hand corner of all pages of plans and plats and shall contain the name of the development; legal location of the property; name and contact information of the site designer/engineer/surveyor; the name of the development; and the drawing scale and north point;
- Vicinity Map. A regional or vicinity map shall accompany the submitted application to indicate the location of the project; and
- Legal Description. The legal description of the property.
- Floor Plan and Elevations. A floor plan, at a minimum, shall consist of a drawing to scale showing a view from above, of the relationships between rooms, spaces and other physical features at each floor level of a structure. All dimensions shall be drawn between the walls to specify room sizes and wall lengths. The floor plan shall show the physical layout of:
  - Interior walls and hallways;
  - Restrooms;
  - Windows, doors, landings, decks, and patios;
  - Plumbing features such as sinks, showers, bathtubs, HVAC elements, etc.;
  - Interior features such as fireplaces, saunas, hot tubs, and whirlpools;
  - Locations of electrical panels and service connections;
  - The planned uses of all buildings and rooms;
  - All finished first floor elevations;
  - Elevation view drawings shall show all side elevations of existing and proposed structures, and shall depict exterior architectural elements and materials, as well as heights of the structure.
- Narrative. The narrative shall describe in reasonable detail the purpose of the proposed development, the types of all land uses that are anticipated, the phasing of development, and information regarding all accessory uses, structures, or major features. Statistical information as to the project area, developed area square footage, number of parking spaces, and the like shall be included.
- Conceptual Master Sign Plan. If signage is anticipated, applicants shall submit a master sign plan showing the location, dimensions, materials, and type of illumination for all signs. All signage shall comply with Chapter 15.44, the Sign Code, and is subject to permitting under that process.
- Lighting Plan. The lighting plan shall show number and types of fixtures for walkways, building exterior lighting, and parking areas. An acceptable lighting plan shall consist of a full cutoff, fully shielded, downward directed lighting types. The plan shall include manufacturer's information detailing the fixtures to be used. Internal or external shielding may be used to prevent glare toward other properties or into the roadway. Lighting of required parking areas shall be a minimum of one-half foot-candle at all areas of the parking lot. Wall mounted flood lights that direct outward toward other properties and roadways are prohibited.
- Landscape Plan. The landscape plan shall include size and species of all plantings, an irrigation plan, xeriscape plan, and a care and maintenance plan. All applicable code sections of the Moab Municipal Code must be used to develop the landscape plan including Chapter 12.24, Tree Stewardship. Proposed erosion control structures and details as to ground cover must also be noted on the landscape plan.
- Wetlands, Riparian Areas, and Floodways. If the development is adjacent to riparian areas, flood zones, probable wetlands, or areas where stream channels may be altered by planned development, a Wetlands, Riparian Areas, and Floodway Plan, drawn by an engineer, surveyor, other appropriate consultant must be submitted. Probable wetlands shall be described and delineated. All applications shall show compliance with Chapter 15.40, the Flood Damage Prevention Ordinance. Flood zone boundaries and the Base Flood Elevation must be shown. Where the application includes areas which may be subject to flooding the applicant shall show that the elevation of the lowest floor of all structures exceeds the elevation which is above the base flood elevation. All elevations on the plan shall be shown in the most current North American Vertical Datum (NAVD).

- Drainage Plan. A storm water drainage plan, signed and stamped by an engineer, shall be submitted and show calculations and other information specified below.
  - Storm Water Drainage Plan. This report shall comply with the City of Moab/Grand County Design Criteria for Drainage Studies, as adopted or updated by the City from time to time. The Storm Water Drainage Plan shall be reviewed for compliance with other applicable Advisory Documents. The storm water drainage plan shall include, at a minimum, the following information:
    - The project site, including areas three hundred feet beyond its boundaries;
    - Existing contours at two-foot intervals shown as dashed lines;
    - Proposed contours at two-foot intervals shown as solid lines;
    - Indication of a permanent benchmark referenced to mean sea level;
    - Drainage system shown in plan view with estimated cubic-feet-per-second flow for a one hundred year storm event;
    - Locations of all natural drainage channels and water bodies;
    - Existing and proposed drainage easements;
    - Type, size, and location of existing and proposed drainage structures such as pipes, culverts, inlets, ditches, swales, retention ponds, detention areas, etc.;
    - One-hundred-year event (base) flood areas;
    - Additional grading and drainage elements may be required to be depicted to satisfy Federal Emergency Management Administration (FEMA) flood plain requirements or other applicable City flood damage prevention ordinances; and;
    - Erosion control plans showing adequate sedimentation control which shall be accomplished throughout construction phases as well as during the ongoing use of the site (e.g., sedimentation ponds, dikes, seeding, retaining walls, rip-rap, etc.).
    - Minimum Standards. All structures for drainage and flood control shall be designed, at a minimum, to successfully convey the anticipated one-hundred-year frequency storm event for maximum period of intensity over the entire drainage basin. The applicant shall submit calculations to show that all structures have adequate capacity to accommodate flows expected to result from the designated storm event.
    - Water and Sewer System Protection. All storm water facilities shall be designed to avoid or minimize damage to, or infiltration of, culinary water and sanitary sewer facilities.
- Planned Grading. A Grading Plan for surface drainage (shown by contours and spot elevations) shall be prepared by an engineer or surveyor. It shall show the planned grading and paving of driveways, access roads, and parking areas. Grading and paving shall be shown on plans, profiles, cross sections, and details as necessary to describe new construction. Details of curbs, gutters, sidewalks, drainage structures, and conveyance systems, dimensions of all improvements, size location, thickness, materials, strengths, and necessary reinforcement can be shown on the site plan in the case of a Level I Application, or on a separate drawing based on the complexity of the project.
- Utility Plan. A utility plan shall be prepared by an engineer. It shall show the locations, dimensions, and elevations of all sewer facilities and culinary water facilities needed to serve the site. The utility plan shall specify in reasonable detail the types of equipment and materials to be used, and shall comply with all applicable Advisory Documents or City engineering requirements. Plans showing the locations of natural gas, electric, and telephone/data lines must also be shown.
- Evidence of Title. A current title insurance commitment, ownership and encumbrance report, or abstract of title prepared by a title insurance company or attorney showing all ownership interests, easements, and encumbrances which apply to the parcel(s) comprising the application must be submitted. If requested, the applicant shall provide copies of all recorded documents which may affect the property subject to the application. If common elements or private use restrictions are anticipated, the applicant must submit draft covenants, conditions, and restrictions (CC&Rs) for review.
- Slopes. If proposed development is likely to result in grading of hillsides, City staff may require submittal of a slope study prepared by an engineer or surveyor. Applications will also be reviewed for compliance with Chapter 17. 55, Hillside Development.
- Surface and Subsurface Soils Report. The application shall include a surface and subsurface soils report establishing soil suitability for the proposed development. The report shall be prepared by a geotechnical engineer or other professional, if approved by City staff. At a minimum, the report shall include:
  - A description of soil types;
  - Locations and characteristics with supporting soil maps;
  - Soil logs of test pits and bore holes;
  - All other information necessary to determine soil suitability for the scope of the development and constraints on development based on the findings;

- Analysis and evaluation of such information with recommendations regarding structural constraints, erosion control, and requirements for building design.
- Traffic Study.** A traffic study and parking and circulation study are required for projects which will generate in excess 500 Peak Daily Trips. The study shall be prepared by an engineer. The following table shall be used to determine if a traffic study is required.

<b>Traffic Impact Table</b>	
<b>Land Use</b>	500 Daily Trips
Residential: Single Family	50 units
Apartments	85 units
Condos/Townhouses	85 units
Mobile Home Park	100 units
Shopping Center	1,800 sq. ft.
Fast Food Restaurant (GFA)	800 sq. ft.
Convenience Store w/ gas (GFA)	870 sq. ft. or 5 pumps
Bank w/ Drive-In	1870 sq. ft.
Hotel/Motel	60 rooms
General Office	30,000 sq. ft.
Medical/Dental Office	17,400 sq. ft.
Research & Development	47,000 sq. ft or 2.75 acres
Light Industrial	77,000 sq ft. or 7.75 acres
Manufacturing	130,000 sq. ft.

The Planning Director has discretion to require a traffic study for applications which do not generate the level of trips specified above where:

1. High traffic volumes on surrounding streets may affect movement to and from the proposed development;
  2. There is a lack of existing left turn lanes on streets adjacent to the proposed access drive;
  3. There are inadequate sight distances at access points;
  4. Proposed access points are close to other existing drives or intersections; or
  5. The proposed development includes a drive-through pick up window.
- Street Design Drawings.** The application shall include drawings by an engineer showing the design, grades, widths, and profiles of all streets, sidewalks, curbs, gutters, traffic control devices, traffic signs, and associated public improvements. All street designs shall conform to street classifications and design standards adopted by the City.
  - Additional Submittals; Waiver of Certain Submittals.** The Planning Director has discretion to require other or additional submittals where necessary for the review of a particular application, or as required for Level II Development under Chapter 17.80. Alternatively, the Planning Director has discretion to waive or modify any requirement for a particular submittal if it is determined that the document or report is not necessary, or if an alternate submittal is justified for the review of a particular application. Any waiver shall be in a writing labelled as a Submittal Waiver, shall identify the project by name and application number, and shall be signed and dated by the Planning Director.
  - Conformity with Submittal Standards.** All submittals must conform to the Land Use Submittal Standards adopted by the City. Submittals which do not clearly or accurately depict elements required for review of the project may be rejected, or staff may require revisions during the review process