



SITE PLAN APPLICATION

(801) 789-6642 • 1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005 • WWW.EAGLEMOUNTAINCITY.COM

PROJECT INFORMATION		UPDATED: 10/2012
Official Project Name: _____		
General Location of the Property: _____		
Zone: _____ Size of the Subject Property: _____		
AUTHORIZED AGENT INFORMATION	PROPERTY OWNER INFORMATION	
Authorized Agent: _____	Property Owner: _____	
Address: _____	Address: _____	
Phone: _____ Cell: _____	Phone: _____ Cell: _____	
E-mail: _____	E-mail: _____	
ENGINEER INFORMATION	LANDSCAPE ARCHITECT INFORMATION	
Company & Contact: _____	Company & Contact: _____	
Address: _____	Address: _____	
Phone: _____ Cell: _____	Phone: _____ Cell: _____	
E-mail: _____	E-mail: _____	

****IMPORTANT:** Incomplete applications will not be accepted. In order for an application to be deemed complete, all required materials must be submitted with the application, regardless of whether they have been previously submitted to Eagle Mountain City. If any required materials are not applicable to your submittal, you must submit a letter for each required item stating the reason why it is not applicable to your application.**

SUBMITTAL REQUIREMENTS	FOR OFFICE USE ONLY	
<ul style="list-style-type: none"> ▪ 2 large (24" x 36") paper copies of all plans. (This includes the Plat, Construction & Landscape Plans.) ▪ 1 electronic copy of all plans is required to be submitted on CD in PDF & CAD (.dwg or .dxf) file format. Please ensure there is only one PDF electronic file for each type of plan; do not separate the individual pages within a set of plans. Please label accordingly. ▪ 1 electronic copy of all other required materials is also required to be submitted on CD in PDF format (or any other applicable format). Correctly label these files. 	Date: _____ Application received by: _____	
	Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Anything missing: _____	
	Residential: \$60.00 x _____ dwelling unit(s) = _____	
	Nonresidential: \$4,000 + \$250 x _____ acre(s) = _____	
	Temporary Commercial: \$1,580	
<i>Natural Gas and Electric Infrastructure Layout:</i>		
First 15 Lots or Less: \$1,000.00		
Number of Lots in Excess of 15 _____ x \$30.00 = _____		
5% Administrative Fee: _____		
<input type="checkbox"/> Check <input type="checkbox"/> Charge <input type="checkbox"/> Cash Amount Paid: _____		Receipt Number: _____

Please see Applicant Certification on the following page.

APPLICANT CERTIFICATION: I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Eagle Mountain City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Eagle Mountain Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this ordinance. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Signature: _____ Date: _____

Documents to attach to application:

- Site Plan Application Requirements/Checklist
- ICPE Information/Drawing Requirements
- Design Standards Checklist

SITE PLAN APPLICATION REQUIREMENTS/CHECKLIST

- SITE PLAN: A Site Plan prepared & stamped by licensed and/or certified professionals including, but not limited to, architects, landscape architects, engineers, surveyors or other professionals deemed necessary by the Planning Director. The City may require plans prepared by any or all of the above-noted professionals. The Site Plan shall contain the date, scale, north arrow & the following items:
 - Boundaries of the subject parcel and the entire parcel (where the project does not occupy the entire parcel of which it is part).
 - Locations, dimensions, uses and heights of all proposed buildings and structures, including overhangs, porches, stairwells, and balconies, and the locations of all structures on adjoining properties.
 - Access points, provisions for vehicular and pedestrian circulation on and off site, interconnection to adjacent sites and dimensions of such access and circulation.
 - Acceleration and deceleration lanes, and dimensions thereof, if required.
 - Off-street parking and loading areas complying with the City's off-street parking requirements of this Title and indicating the required number of stalls and aisles scaled to the correct dimensions, the correct number of handicapped accessible parking spaces, lighting, landscaping and irrigation, the percentage of landscaping to impervious surfaces, and pedestrian walkways.
 - Screening and buffering provisions, including types and heights of existing and proposed buffering and fencing elements.
 - Location and treatment of refuse collection areas, storage areas, mechanical equipment, and external structures.
 - Location and size of existing utilities and general location of utility access points and hook ups. Show all existing fire hydrants.
 - Location, type and size of all signage including advertising and directional signage.
 - Tabulation of square footage devoted to various land uses, ground coverage by structures and other impervious surfaces.
 - Location of existing and proposed curb, gutter, sidewalk, park strip and edge of asphalt, signed and stamped by a licensed professional engineer.
 - Type of construction of all structures, presence or absence of fire sprinkling and location of existing and proposed fire hydrants.
 - Location of all existing and proposed irrigation systems, both onsite and on adjacent properties, including but not limited to, ditches, pipes and culverts.
 - A statement on the Site Plan that all applicable elements of the Americans with Disabilities Act Accessibility Guidelines will be adhered to.
 - The piping of all existing irrigation ditches which affect the site.
 - The names of all adjacent property owners.

- CONSTRUCTION PLANS: Construction drawings for required public improvements will include the following and are required to be submitted with all final plat applications:
 - Plan, profile and construction detail drawings prepared by a licensed professional engineer, with his/her signature and seal.

- Control data shall be referenced to information contained on county area reference plats.
- Elevations shall be tied to an existing Utah County benchmark. Drawings shall show an elevation benchmark for the project.
- The drawing scale shall be one (1) inch equals twenty (20) feet horizontal and one (1) inch equals two (2) feet vertical. The vertical scale may be smaller if warranted by unusual circumstances.
- Stationing shall increase from left to right.
- Centerline data and property line data shall be shown, including details of all curves.
- Existing ground profiles shall be shown a minimum of three hundred (300) feet each way from the ends of subdivision streets.
- All existing and proposed improvements within the project or within one hundred (100) feet of the project or adjoining the subdivision shall be shown. This includes curb, gutter, sidewalk and underground pipes and utilities, ditches, canals, fire hydrants, street lights, water valves, etc. Also ensure that existing fire hydrants in surrounding properties are shown.
- All proposed structures such as manholes, catch basins, clean-outs, etc. shall be shown. If City standard structure details exist, they may be referenced in lieu of detail.
- All proposed drainage facilities, including pipe and boxes, shall be shown. This includes plan and profile of the system showing the method of drainage water disposal.
- All vertical curves and horizontal distances shall be constructed in accordance with AASHTO requirements and standards.
- Elevations shall be shown on all horizontal and vertical curves at approximately twenty-five (25) foot intervals and at the points of curvature and points of tangency.
- The minimum grade for curb and gutter shall be one half (0.5) percent identified on all curb returns and cross gutters. Percent of grade shall also be shown on straight grades with elevations at approximately fifty (50) foot intervals with flow arrows to indicate the direction of drainage.
- All street names shall be shown.
- Show typical roadway cross sections.
- The existing grade elevations shall be shown in the profile.
- Construction standards and specifications shall be referenced.
- Road signs and stop signs shall be shown.
- Mailboxes and gang boxes shall be shown.

☐ LANDSCAPING PLANS: A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types and sizes of landscaping elements, sprinkler system plans, existing trees if any, and showing compliance with the landscaping or buffering requirements of the appropriate zoning district. The landscaping plan shall include, at a minimum, the following information:

- The location and dimension of all existing and proposed structures (when feasible), property lines, easements, parking lots, power lines, rights-of-way, ground signs, refuse areas and lighting.
- The plant names (both botanical and common name), location, quantity and size of all existing and proposed plants. The proposed plan should indicate the size of the plant material at maturation (see Title 1, Chapter 11 for more landscaping standards).
- The landscaping plan should also exhibit the existing landscaping twenty (20) feet beyond the property lines.
- Existing and proposed grading of the site indicating contours at two (2) foot intervals.

- Plans showing the irrigation system shall also be included in the landscaping plan submittal.
 - Proposed and existing fences and identification of the fencing materials.
 - A summary of the total percentage of landscaped areas, domestic turf grasses and drought tolerant plant species along with the estimated cost of all the improvements.
- ☐ FINAL UTILITY PLAN: Utility plans in color showing all the utilities including but not limited to water, sewer, storm drain, gas, electrical, and telecommunication lines. The location and size of existing and proposed utility lines and facilities in or adjacent to the proposed development shall also be shown.
- ☐ DRY UTILITIES: All required documents and payments to initiate a design for dry utilities through Intermountain Consumer Professional Engineers, Inc. (See ICPE Information/Drawing Requirements page.)
- ☐ GRADING, DRAINAGE AND EROSION PLAN: A grading, drainage and erosion plan prepared and stamped by a licensed engineer shall be submitted. The report shall contain the drainage basin map and a plan view of the overall storm water system. The grading, drainage and erosion plan shall address the following issues: description of features and hydrological conditions, drainage basin and sub-basin, drainage facility design criteria, infrastructure design criteria, grading plan and erosion control. Specifically, the report shall contain at a minimum the following information:
- The existing roadways, drainage ways, vegetation and hydrological conditions of a ten (10) year twenty-four (24) hour event and a one hundred (100) year twenty-four (24) hour event.
 - The major basin descriptions referencing all major drainage reports such as FEMA, major drainage planning reports or flood insurance maps, and the basin characteristics and planned land uses.
 - The sub-basin description showing the historical drainage pattern and off-site drainage patterns both upstream and downstream of the property.
 - A general discussion of how the proposed system conforms to existing drainage patterns and offsite upstream drainage will be collected to protect development.
 - The water quality evaluation showing the water quality shall not be degraded from existing storm water quality including how solids are collected and not allowed to be discharge into downstream waters and how oils and greases are separated from stormwater.
 - Maintenance plan and procedure for storm water system; thorough narrative of all charts, graphs, tables or other information included in the report describing how it affects the proposed development.
 - Infrastructure design criteria showing the piping is sized to handle the peak intensity of the ten (10) year storm event; all detention basins are sized to handle one hundred (100) year storm while discharging at a maximum ten (10) year twenty-four (24) hour historical rate; a ten (10) foot traffic lane in both directions is maintained at all locations within the development; and that the roadway and infrastructure will handle a one hundred (100) year storm event without flooding homes or damaging public property.
 - Grading plan showing soil map depicting unique soil features such as collapsible soil, rock features, etc.; a grading plan showing all cut and fill areas within development including the identification of slopes; fill and cut depths; and rock features within ten (10) feet of post grade soil surface.
 - The grading plan shall also show how the grades will allow water to run off of lot areas without ponding and creating flooding problems for homes. Erosion control shall show how erosion will

be controlled during construction, will explain and design such that construction debris and silts will not be collected by storm water system, show and design for all cut and fill slopes will not be eroded and how these areas will be re-vegetated.

- EASEMENTS: The proposed grants of easement to be imposed on any land within the development.
- OWNERSHIP AFFIDAVIT. A document detailing all covenants, grants of easement or other deed restrictions applicable to the site and an ownership affidavit shall be submitted.
- VICINITY MAP. A vicinity map (which can be included on the Site Plan) showing the general location and indicating the approximate location of the subject parcel.
- CONTEXT PLAN. A context plan including the existing features on the property & within 200 feet of the proposed Site Plan property line. Existing features include but are not limited to, buildings, roads, ingress and egress points, landscaping areas, pedestrian paths, & property names.
- SURVEY. The survey prepared and stamped by a Utah registered land surveyor listing the metes & bounds legal description & the gross acreage within the subject parcel.
- LIGHTING PLAN. A licensed lighting engineer's lighting plan, which indicates the illumination of all interior areas and immediately adjoining streets showing the location and type of lighting proposed.
- ELEVATIONS. Color elevations of all buildings, fences and other structures viewed from all sides indicating heights of structures, the average finished grade of the site at the foundation area of all structures and percentage and type of all building materials proposed. A letter of approval from the applicable Architectural Review Committee must also be submitted.
- MULTI-FAMILY / COMMERCIAL DESIGN STANDARDS CHECKLIST. The completed design standards checklist which contains standards taken directly from Chapter 17.72 of the City's Development Code. Include a detailed explanation if the project does not comply with all of the standards.
- TRAFFIC IMPACT STUDY. Two (2) copies of a traffic impact study (completed by a professional that is competent in the field of traffic engineering) may be required if it is estimated by the City Engineer that the project could generate traffic impacts that require further study or that may require site improvements to transportation facilities. Said study shall include, but not be limited to, the following: an analysis of the average daily trips generated by the proposed project; an analysis of the distribution of trips on City street systems; a description of the type of traffic generated; and recommended on-site improvements that may mitigate negative traffic impacts.
- PHASING PLAN. If the Site Plan is to be developed in phases a plan that shows the phasing of the development must be submitted.
- WATER RIGHTS. Documentation of sufficient water rights for the proposed project must be provided or a letter requesting and committing to purchase sufficient water from the City.

- UTILITY DEMANDS. A summary projecting the utility demands that the development will create for: communication lines, water, electricity, natural gas, and sewer.
- SIGNAGE PLAN. A signage plan (if signage is being proposed for the project) shall be submitted. The signage plan shall include a Site Plan drawn to scale showing: the proposed location of on-premise and off-premise directional signage and color graphics showing the proposed sign copy, type of sign, and dimensions of signs. Permission from property owners to locate any off-site signs on their property shall be submitted.
- DIRECT COMMUNICATIONS LETTER: An acknowledgement letter from Direct Communications stating they were notified of the proposed development, with the location and proposed number of units.
- US POSTAL SERVICE LETTER: An acknowledgement letter from the US postal Service stating that they were involved with the mail-delivery design and are satisfied with the proposed project. (Contact: Cathy MacInnes, Lehi Area Post Office, 333 East Main Street Lehi, UT 84043-9998, 801-766-1572, catherine.a.macinnes@usps.gov.)
- SOILS REPORT: Three (3) copies of a soils report prepared and stamped by a Licensed Engineer.
- PUBLIC NOTICE. Addressed and stamped envelopes (the City's address will be the return address on the envelopes) of property owners located within six hundred (600) feet of the proposed Preliminary Plat area (including a minimum of at least twenty-five (25) adjacent property owners)
- **FOR EAGLE MOUNTAIN PROPERTIES PROJECTS ONLY** With your submittal please include a statement of the following:
 - The total number of residential units allowed under the Master Site Plan and "After Acquired Properties carrying residential densities;
 - The cumulative total number of residential units previously approved for all of Owner/Developers Properties, including After-Acquired Properties carrying residential densities, from the date of the approval for the Master Site Plan to the date of the application;
 - The number of units and densities for which a permit is sought under the particular development phase application and
 - The balance remaining allowable to the owner/developer's properties.
- FEE: The processing fee of \$60.00 x Number of Dwelling Units for Residential, \$4,000.00 plus \$250.00 per acre for Commercial, \$1,580.00 for Temporary Commercial shall be paid in full. Additionally, the Natural Gas and Electric Infrastructure Layout fee of \$1,000.00 for the first 15 lots, as well as \$30.00 for each lot in addition to 15 and the 5% administrative fee shall be paid in full.

Eagle Mountain City Commercial & Multi-Family Design Standards Checklist

Theme	Standard	Yes	No
<p>The following standards are contained in Chapter 17.72 of the City Code and are applicable to all multi-family and commercial (office/retail) development in the City.</p>			
<p>Site Design The arrangement of the different elements of a project on the site is vital to creating an environment that is focused on the street and the pedestrian, rather than the vehicle and parking areas.</p>			
	<p>Building Location Buildings are located at or near the minimum front setback line, with pedestrian access leading to the primary entrance and landscaping between the building and the street.</p>		
	<p>Commercial Building Orientation The primary entrance is oriented to the street and sidewalk, or the street-facing façade contains windows, awnings, and other pedestrian-oriented features.</p>		
	<p>Multi-Family Building Orientation All street-facing facades contain entrances, windows, and/or other pedestrian-oriented features. Blank walls and/or rear facades are not placed adjacent to streets.</p>		
	<p>Commercial Parking Location Parking is located to the rear or side of buildings. Parking is not located between the building and the street.</p>		
	<p>Multi-Family Parking/Garages Garages and parking areas are in the rear of buildings accessed by a service drive, or staggered and set back to minimize appearance from street. Garages do not dominate the façade.</p>		
	<p>Open/Plaza Space Buildings are clustered and open space is combined in larger, more useable areas. Open space is designed creatively.</p>		
<p>Architectural Standards The following architectural standards assist in preventing the construction of bland, out of scale buildings that are oriented to vehicular traffic and discourage pedestrian activity.</p>			
	<p>Architectural Style/Theme All façades are designed with consistent architectural style, detail, and trim features as the primary façade. Buildings are similar in style to significant adjacent buildings.</p>		
	<p>Main Entrance The main entrance is oriented to major sidewalks, pedestrian ways, plazas, courtyards or other public spaces.</p>		
	<p>The main entrance is clearly identifiable, contains a sheltering element such as a porch, stoop, awning, arcade, or portico.</p>		
	<p>Roof Design Commercial buildings contain sloping roofs with overhanging eaves or a decorative parapet, and multiple roof planes and heights. Multi-family buildings contain sloping roofs, overhanging eaves, and multiple roof planes and heights.</p>		
	<p>Building Articulation Buildings include façade modulation (stepping), horizontal and vertical divisions (textures or materials), window patterns, offsets, recesses, projections, and other techniques to reduce their perceived scale.</p>		

Architectural Detailing			
Pedestrian-scaled / human-proportioned architectural features/details shall be incorporated into commercial and multi-family buildings to orient the building to human activity and increase the overall visual appeal of the structure.			
	<u>Commercial</u> buildings incorporate a majority of the following architectural details on all sides: reveals, canopies, awnings, popouts, columns, decorative trim and moldings, architectural lighting, ornamental cornices, decorative masonry pattern, decorative doors and windows, exposed timbers, trellis structures.		
	<u>Multi-family</u> buildings incorporate a majority of the following architectural details on all sides: decorative shutters, bay windows, popouts, trellis or arbor structures, porches, decorative gables, dormer windows, exposed timbers, balconies, columns, turrets, decorative trim and moldings, detailed grilles and railings, architectural lighting, decorative masonry pattern, window grids, decorative doors and windows.		
Building Materials & Colors			
Buildings should incorporate materials and colors used throughout the City and be similar in character and architectural theme as significant neighboring structures.			
	<u>Multi-family</u> buildings utilize at least two exterior materials (at least 30% per material) on all sides, including stucco, vinyl or hardboard siding, decorative rock/stone, brick, or other material deemed appropriate by the Planning Director.		
	<u>Commercial</u> buildings utilize a mixture of building materials on all sides, including brick, rock, fiber/cement siding, wood, glass, stucco, and colored architectural CMU. Stucco is not used as the principal building material. Metal, plain CMU, or other appropriate materials are used as accents only.		
	Building Color Building's color palette is similar to that of significant neighboring structures. Franchise colors and elements do not overpower the architectural form/theme of the building and/or development.		
Other Architectural Considerations			
These are additional architectural elements of a project or building that, if not applicable at the site plan review stage, must be completed prior to receiving certificates of occupancy.			
	Multi-Family Garage Doors Garage doors are not the most prominent or visible feature on a building, and are set back from the front façade or accessed from the side or rear. Decorative doors are encouraged if visible from the street.		
	Lighting All lighting is designed to be shielded and directed downward to prevent light glare from adversely affecting neighboring uses/properties. The light bulb or source of building lighting is not visible from beyond the property. Lighting is adequate for safety on the property.		
	Mailbox Structures Cluster mailboxes emulate the buildings in materials and color rather than installed simply as a metal structure.		
	Mechanical Equipment All mechanical equipment is screened so as not to be visible from any streets. Screens are aesthetically incorporated into the design of the building and conform to the color and materials of the primary building.		
	Storage, Loading Areas, and Trash Enclosures Storage and loading areas and trash enclosures are located out of view from public streets and screened and designed with the architectural style of the building, including materials, colors, details, etc.		

**Requirements for
Design of Electric and Natural Gas Infrastructure
Eagle Mountain City**

Intermountain Consumer Professional Engineers, Inc. (ICPE) has been retained by Eagle Mountain City to provide engineering and drafting services to develop plans for "on-site" electric and natural gas infrastructure for new and replatted residential developments/subdivisions located within Eagle Mountain City. The following materials shall be provided to the Eagle Mountain City Planning Department by Developers to initiate a design for dry utilities:

Developers shall submit all required materials (below) and pay the fee at the Planning Department with the original project application submittal (Final Plat or Site Plan).

In other words, in addition to the application materials required for a Final Plat or Site Plan, Developers shall provide a separate CD with electronic (AutoCAD) drawings/maps of subdivisions showing the arrangement of the lots, roads, sidewalks, parks, runoff retention areas, landscaped areas (green spaces) and other improvements. These drawings will be used as the background for the dry utility plans. Separate drawings will be prepared for electric and natural gas infrastructure.

The drawings for subdivisions shall show lot boundaries, lot numbers and easement locations (public utility easements or PUEs) along front, side and rear lot lines, as applicable.

For all large, multi-phase (plat) subdivisions, overall development plans must also be submitted.

The city will provide proof of payment to ICPE on behalf of the Developer before engineering/drafting services are begun.

ICPE will develop plans for on-site electric and natural gas infrastructure within subdivisions that are consistent with the most current Eagle Mountain City standards and plans for the infrastructure.

Development of plans for so called "offsite" electric and natural gas infrastructure (including offsite infrastructure located within subdivisions) required for subdivisions will be provided by ICPE on a time and materials basis or ICPE will prepare a specific proposal for the design of this infrastructure.

A meeting will be held with Developers/Developers' Representatives to review the completed dry utilities plans. Minor plan revisions will be completed after the meeting and final plans (drawings) will be provided to Eagle Mountain City/Developers subsequent to revision.

Fee Schedule as Follows:

1. All Subdivisions ----- \$1,000.00- First 15 lots or less.
2. Subdivisions with more than 15 lots are \$30.00 per lot for lots in excess of fifteen (15) lots.
3. Offsite will be calculated according to the following on a time and expenses basis:
 - Project Engineers----- \$76-\$86 per hour
 - Engineer ----- \$66-\$76 per hour
 - Design Technicians----- \$64-\$74 per hour
 - CAD Drafter ----- \$39-\$45 per hour
 - Mileage----- \$0.50 per mile
4. Eagle Mountain City will add a 5% administration fee to the total project amount

Contact information for ICPE relative to the preparation of plans for dry utilities for Eagle Mountain City subdivisions is as follows:

Leslie A. Bell
ICPE
1145 East South Union Avenue, Midvale, Utah 84047
Office Phone: (801) 255-1111 Cell Phone: (801) 556-7792 lbell@icpeinc.com