



SITE PLAN APPLICATION

(801) 789-6617 • 1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005 • WWW.EAGLEMOUNTAINCITY.COM

PROJECT INFORMATION		UPDATED: 7/2016
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"> ▪ 1 large (24" x 36") paper copies of all plans. ▪ 1 electronic copy of all plans & other materials is required to be submitted in PDF & CAD file format. Please ensure there is only one PDF electronic file for each type of plan; do not separate the individual plans within a set of plans. Please label accordingly. Also include a digital copy of all other required materials (Geotech report, water rights letter, etc.) ▪ Digital plans must be submitted on a jump drive or in Dropbox. Plans will not be reviewed until all digital files are received. 	Date: _____	Received By: _____	
	Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No		Anything Missing: _____
	Residential: \$60.00 x _____ dwelling unit(s) = _____		
	Nonresidential: 0-5 Acres: \$2,000 5.1 – 10 Acres: \$4,000 10.1 – 50 Acres: \$6,000 50+ Acres: \$8,000		
	Temporary Commercial: \$1,580		
		<input type="checkbox"/> Check <input type="checkbox"/> Charge <input type="checkbox"/> Cash	
Total Amount Due: _____		Total Amount Paid: _____	

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
- Design Standards Checklist
- Parks & Open Space Worksheet

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.

- LANDSCAPING & IRRIGATION 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, and storm drain. The location and size of existing and proposed utility lines and facilities in or adjacent to the proposed development shall also be shown.
- UTILITY NOTIFICATION FORM: A completed utility notification form signed by Dominion Energy, Rocky Mountain Power, and Direct Communications.
- 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 on-site areas and immediately adjoining streets showing the location and type of lighting proposed, the total lumen output, and the specifications sheets for all exterior lighting fixtures. This plan must comply with EMMC Chapter 17.56 Outdoor Lighting Standards.
- 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 (Home Owners Association) 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, submit a plan that shows the phasing of the development.
- 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.
- SIGN PLAN. If signs are being proposed for the project, a sign plan shall be submitted. The sign plan shall include a site plan drawn to scale showing: the proposed location of on-premise and off-premise directional signs 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. Signs must comply with EMMC Chapter 17.80.
- SOILS REPORT: Three (3) copies of a soils report prepared and stamped by a Licensed Engineer.
- PUBLIC NOTICE FEE: \$1 per mailed notice, calculated and prepared by City Staff, shall be paid in full prior to a Planning Commission Date being assigned.
- Obtain PLLS Clearance from the Utah County Surveyor Office if there are monuments located on property or if monuments need to be moved by county surveyor. (801) 851-8669 or (801) 851-8671. 2855 South State Street, Provo, UT 84606
- **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.