

# Chapter 13A-32 - SITE PLAN REVIEW

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## Chapter 13A-32 - SITE PLAN REVIEW

### 13A-32-01 Purpose

The purposes of this Chapter are to assure that all new development proposed in the City will comply with all zoning and development standards as provided in this Code. The general appearance of buildings and structures and the improvement of land shall contribute to an orderly and harmonious appearance and a safe and efficient development. Site plan approval as described in this Chapter shall also be required for issuance of a Conditional Use Permit, where required.

Compliance with the regulations of this Chapter does not excuse the developer from the applicable requirements outlined elsewhere in this Development Code, building and fire codes, or any more restrictive provisions of covenants, agreements, or other ordinances or laws.

### 13A-32-02 Application and Review Process

A. **Requirement.** Site plan review shall be required for the following:

1. All proposed new development except for one- and two-family residential dwellings.
2. Modified site plan review shall be required as hereafter described for all changes in existing structures or sites, except for one- and two-family residential dwellings.
3. Issuance of a Conditional Use Permit, where required.

B. **Development Review**

1. **Initial Staff Review.** To help expedite review of a development proposal, prior to submitting an application for site plan review, persons interested in undertaking development may meet informally with a member(s) of the Community Development Department to become acquainted with the substantive and procedural requirements of this Code.

Staff may request the applicant to attend a development review meeting. At the meeting, the various departments will initially assess the development proposal and information submitted and make suggestions to the prospective developer with respect to the proposal's compliance with the provisions of the appropriate regulations of this Code, the building code, and any other applicable ordinances, codes, or standards of the City and provide information concerning the City's review requirements and procedures.

3. **Planning Commission Review.** Planning Commission review may be required if indicated by a specific section of the Development Code. The Director or the Development Review Meeting staff may require review of a site plan by the Planning Commission.
4. **Additional Information Requirements.** Staff members may request that additional studies or information, e.g., geotechnical studies, traffic impact analysis, market feasibility analysis, or water needs analysis, be submitted together with the application for site plan review.

C. **Application.** An application for development that requires site plan review must be submitted to the City and must contain the information and be in the format acceptable to the City. The application must include the following:

1. General Development Application Form.
2. Site plan.
3. Landscaping and irrigation plan.
4. Architectural building elevations.
5. Grading and drainage plan.
6. Utility plan including a storm water pollution prevention plan.
7. Road plan and profiles.
8. Other studies and analysis requested by staff or Planning Commission that may include geotechnical studies, traffic impact analysis, market feasibility analysis, water needs analysis, etc.
9. Adjacent property information.
10. Mailing labels with names and addresses from the Salt Lake County Recorder's Office of property owners within 300 feet of proposed project (when required by staff).
11. Property plat from the Salt Lake County Recorder's Office showing the area to be developed.
12. Fees according to the fee schedule as adopted by the City Council.

D. **Preliminary Site Plan Review**

1. If prior to submitting an application for site plan review it is determined that the applicant has not attended a Development Review Meeting, staff may request that the applicant do so in order to expedite the orderly review of the proposal before proceeding to the subsequent stages of review.
2. Upon submittal of an application and supporting information and attendance at a Development Review Meeting, if necessary, the site plan shall be forwarded to the reviewing departments and agencies who shall review it preliminarily to determine if the plan, together with all supporting information, is complete and complies with all the requirements of this Code and other applicable ordinances, codes, or standards.

If the departments and agencies reviews determine that all required, necessary, and requested information has not been submitted or that some of the specifics of the plan or information do not comply with the requirements of this Code, the applicant shall be notified in writing and/or on the plans of any deficiencies, comments, corrections, and requirements (including additional information and/or studies) to be addressed. The revised plan and all required, necessary, and requested supporting information must be resubmitted after the appropriate additions and/or corrections are made in order to complete the application.

Upon resubmittal, the site plan will again be forwarded to the reviewing departments and agencies, and to the Planning Commission, if required. The applicant shall be required to resubmit the plan and supporting documents to the City until all departments and agencies determine it is complete and complies with the requirements of this Code and other applicable City and agencies' standards. Failure to submit complete information will result in written notification to the applicant that the review cannot proceed further until all required, necessary, and requested information is submitted.

- E. **Planning Commission Review.** When preliminary review of the site plan has been determined to be complete and in compliance with all requirements, the plan, together with all supporting information, will be forwarded to the Planning Commission for review, if required.

The Planning Commission shall review the plan, including all supporting information, to determine if all appropriate impacts have been addressed and to receive public input, when required, concerning impacts and mitigation. The Planning Commission may require additional studies/analysis to enable it to determine what impacts should be addressed and may establish additional requirements to address those anticipated impacts.

If preliminary review is required by the Planning Commission and no substantial action has occurred within two years, the application shall expire.

- F. **Final Site Plan Review.** After review by the departments, agencies, and Planning Commission, if required, the applicant shall submit a final site plan together with all supporting documents that comply with all requirements, corrections, additions, etc. required by the departments, agencies, and Planning Commission to the Community Development Department.

The Community Development Department, along with the other reviewing departments and agencies, shall review the site plan and supporting information to determine compliance with all requirements, corrections, additions, etc.

G. **Site Plan Approval**

1. When the Director makes the determination that the final site plan is complete and complies with all the requirements, the plan will be stamped and signed by the Director, the Planning staff member handling the review, and the City Engineer.
2. Once signed by all appropriate City departments, the site plan, civil drawings, and landscape/irrigation plans, along with the Agreement to Conditions shall be signed by the developer. All site plan sets, improvement guarantees, improvement agreements, and the Agreement to Conditions must be signed by the same person or entity.
3. In addition to the above, any required items not previously submitted, including any required dedication documents, fees, improvement guarantees, and improvement agreements must be submitted at this time before a building or construction permit may be issued.
4. A copy of the approved signed site plan, civil drawings, landscape/irrigation plans, and approved building plans shall be kept on the construction site at all times.

5. A grading permit may be issued prior to the issuance of a building permit with the approval of the City Engineer together with a guarantee in an amount to be determined by the City Engineer.
6. Once the final site plan sets have been signed, development fees paid, the guarantee for improvements is in place, a building permit may be issued to begin construction.

### **13A-32-03 Amendments to the Final Site Plan**

After final approval of a site plan, any minor changes must be approved in advance by the Director. Further, the Director is authorized to approve only minor changes regarding the location, siting, or character of buildings and structures that have been made necessary by technical or other circumstances not foreseen at the time the final site plan was originally approved. All other changes in use or rearrangement of lots, blocks, buildings, tracts or groupings, or any changes in the provision of common open space and other change as noted above shall be made by the Director only after a recommendation by the appropriate staff member. Such amendments may be made only if they are shown to be required by changes in conditions that have occurred since the final site plan was approved. Any changes to the final site plan must be recorded as amendments in accordance with the procedure established for adopting the final site plan. The Director is not authorized to approve changes that may cause any of the following:

1. Change in the use or character of the development.
2. An increase in the overall density or intensity of use.
3. A significant increase in the overall coverage of the site by structures.
4. A reduction of approved open space or proposed amenities.
5. A reduction of required off-street parking.
6. A significant alteration to pedestrian, vehicular and bicycle, circulation, and utility networks.
7. A reduction in required street pavement widths.

### **13A-32-04 Failure to Begin and Continue Development**

- A. Building permits shall not be issued until final site plan approval is granted.
- B. If no substantial construction has occurred in a development that has been granted final site plan approval pursuant to the provisions of this Code within one year from the date of granting of such approval, the final site plan shall expire.
- C. The Director may extend the period during which any final site plan approval may be valid for a period not to exceed 12 months.

### **13A-32-05 Conformance to Transportation Engineering Standards**

In reviewing the site plan, the City Engineer shall apply engineering standards as contained in applicable ordinances, codes, or standards. No site approval shall alter, amend, or modify such engineering standards.

### **13A-32-06 Guarantee for Improvement**

A Guarantee for Improvement in favor of the City is required in an amount sufficient to assure compliance by the applicant with the requirements of the approved site plan.

### **13A-32-07 Occupancy of the Structure**

Occupancy of the structure shall be permitted only after all final inspections have been made to assure compliance with all applicable ordinances, codes, or standards. In addition, all requirements of the approved site plan must also be completed prior to occupancy or a Guarantee for Improvement must have been given to the City to assure completion of all required items.

### **13A-32-08 Requirements for Changes to Existing Structures and Sites (Modified Site Plan Review)**

A. **Requirements.** Modified site plan review shall be required for the following:

1. Proposed changes to an existing building, e.g., increasing the building's exterior dimensions compared to the original approved building footprint or height.
2. Proposed use change to previously developed property.
3. Proposed site change to previously developed property, e.g., additional paved areas for driveways, parking or storage, regrading and repaving of existing paved areas, etc.
4. Other proposed changes to a previously developed building or property, as determined by staff.

B. **Review Procedure for Changes to Existing Structures and Sites**

1. **Initial Staff Review.** Prior to submitting an application for modified site plan review and to help expedite review of a development proposal, persons desiring to modify a previously developed building or property, as set forth herein, may meet informally with the Community Development Department staff to obtain information regarding the development standards for the zone in which the project is located and to obtain information regarding the process of reviews and approvals.
2. **Development Review.** The development proposal shall be reviewed at a Development Review Meeting. At the meeting, the various departments will initially assess the proposal and information submitted and make suggestions to the prospective developer with respect to the proposal's compliance with the provisions of the appropriate regulations of this Code, building codes, and any other applicable ordinances, codes, or standards and provide

some information concerning the City’s review requirements and procedures. They will also determine the departments and agencies that will need to review the proposal.

3. **Planning Commission Review.** Planning Commission review may be required if required by a specific section of the Development Code. The Director or the Development Review Meeting staff may require review of a site plan by the Planning Commission.
4. **Additional Information Requirements.** Staff members may request that additional studies or information, e.g., geotechnical studies, traffic impact analysis, market feasibility analysis, or water needs analysis, be submitted together with the application for site plan review.
5. **Application.** An application for development that requires modified site plan review must be submitted to the Community Development Department and must contain the information and be in the format required by the Modified Site Plan Review Procedures and Standards available from the Community Development Department. The application must include the following, as determined by staff:
  - a. General Development Application Form.
  - b. Site plan.
  - c. Landscaping and irrigation plan.
  - d. Architectural building elevations.
  - e. Grading and drainage plan.
  - f. Utility plan.
  - g. Road plan and profiles.
  - h. Other studies and analysis requested by staff or Planning Commission that may include geotechnical studies, traffic impact analysis, market feasibility analysis, water needs analysis, etc.
  - i. Adjacent property information.
  - j. Mailing labels with names and addresses from the Salt Lake County Recorder’s Office of property owners within 300 feet of proposed project (when required by staff).
  - k. Property plat from the Salt Lake County Recorder’s Office showing the area to be developed.
  - l. Fees according to the fee schedule as adopted by the City Council.

#### 6. **Preliminary Review Process**

Upon submittal of an application and supporting information and review at a Development Review Meeting, the modified site plan shall be forwarded to the reviewing departments and agencies, as determined at the meeting, who shall review it preliminarily to determine if the plan, together with all supporting information, is complete and complies with all the requirements of this Code and other applicable City and agencies’ standards.

If the departments and agencies reviews determine that all required, necessary, and requested information has not been submitted or that some of the specifics of the plan or information do not comply with the requirements of this Code, the applicant shall be notified in writing and/or on the plans of any deficiencies, comments, corrections, and/or requirements (including additional information and/or studies) to be addressed. The revised plan and all required, necessary, and requested supporting information must be resubmitted after the appropriate additions and corrections are made in order to complete the application.

Upon resubmittal, the modified site plan will again be forwarded to the reviewing departments and agencies, and to the Planning Commission, if required. The applicant shall be required to resubmit the plan and supporting documents to the City until all departments and agencies determine the submittal is complete and complies with the requirements of this Code and other applicable City and agencies' standards. Failure to submit complete information will result in written notification to the applicant that the review cannot proceed further until all required, necessary, and requested information is submitted.

7. **Planning Commission Final Review** (if required). When the review of the modified site plan has been determined to be complete and in compliance with all requirements, the plan, together with all supporting information, will be forwarded to the Planning Commission for review, if required. The Planning Commission shall review the plan, including supporting information, to determine if all appropriate impacts have been addressed and to receive public input, when required, concerning impacts and mitigation. The Planning Commission may require additional study/analysis to enable it to determine what impacts are necessary to address and may establish additional requirements to address anticipated impacts.
8. **Final Reviews and Approval.** The final modified site plan shall be reviewed by City departments and other agencies to determine its completeness and compliance with all requirements, corrections, additions, etc.

When the Director makes the determination that the final modified site plan is complete and complies with all the requirements, the plan will be stamped and signed by the Director, the Planning staff member handling the review, and the City Engineer.

Once signed by all appropriate City departments, the site plan, civil drawings, and landscape/irrigation plans, along with the Agreement to Conditions shall be signed by the developer. All site plan sets, Agreements to Conditions, and Improvement Guarantees must be signed by or in the name of the same person or entity.

In addition to the above, any required items not previously submitted, including any required dedication documents, fees, improvement guarantees, and improvement agreements must be submitted at this time before a building or construction permit may be issued.

A copy of the approved, signed site plan, civil drawings, and the landscape/irrigation plans shall be kept on the construction site at all times with the approved building plans.

A grading permit may be issued prior to the issuance of a building permit with the approval of the City Engineer together with a guarantee in an amount to be determined by the City Engineer.

9. **Building Permit.** Once the final modified site plan sets have been signed, fees paid, the guarantee for improvements is in place, a building permit may be issued to begin construction.