

FOR YOUR INFORMATION...

City of Taylorsville
Information Form

P-4

PRE-APPLICATION
2nd Ed: 05-08



City of Taylorsville
Community Development Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84118 (801) 963-5400



Applying for Pre-Application Conference

Overview:

As a service to property owners and potential development interests within the City of Taylorsville, the Community Development Department conducts a weekly Pre-Application Conference with individuals seeking various City permits and approvals for development. The Pre-Application Conference is made available at *no cost to the applicant*.

Individuals representing the City at the Pre-Application Conference form the Development Review Committee (DRC), which consists of all City staff members who are involved in the review and approval of development requests (i.e. the Community Development Director, City Planning Staff, City Engineer, City Building Official, and City Fire Inspector). The DRC convenes Pre-Application Conferences on an as needed basis (pending timely receipt of complete applications for review).

The informal Pre-Application Conference is intended to assist the applicant to determine feasibility of City approval for a development proposal. Specifically, the meeting is intended to achieve the following four objectives:

1. Orient the property owner and/or developer with City staff members involved in the review and permitting of development requests.
2. Provide a *cursory* review of project proposal by members of City staff prior to formal application for permits or other approval from the City. *Primarily, the City is interested in providing feedback to the applicant early in the development process prior to spending significant amounts of money and time attempting to submit application for development within the City.*
3. Answer any questions relative to the City's design standards, requirements and procedures for development approval and permitting.
4. Help the applicant decide whether or not to proceed with the development proposal or modify the proposal prior to formal application with the City.

Please note, prior to submitting a request for Pre-Application Conference, *the applicant must meet with a member of the City Planning Department to verify appropriateness of the intended request* (i.e. consistency with General Plan, general compliance with City zoning ordinance, etc.)

Also, in order to fully benefit from this meeting, the City strongly encourages the attendance of the project architect or engineer in an effort to establish quality communication between the City and the applicant's professional consultant.

Meeting Dates:

The Development Review Committee meets on an as needed basis each Thursday morning at 10:00 a.m. in room 202 at Taylorsville City Hall. The Community Development Director may cancel the scheduled meeting if no application(s) has been received by the Community Development Department by the required deadline (see next section). The meeting may also be canceled or rescheduled due to seasonal or other scheduling conflicts. *Please contact the Taylorsville Planning Department to verify specific meeting dates, times and schedule of agenda.*

(over)

Submittal Deadline:

All required submittals with completed application form must be turned in to the Taylorsville Community Development Planning Department no later than 5:00 p.m. on the Friday before the desired Thursday meeting.

Application fees:

Residential uses: **None**
Commercial or industrial uses (all or part): **None**

Submittal Requirements:

- Prior to submitting a request form for the Pre-Application Conference, meet with a member of the City Planning staff to verify basic compliance with City ordinances and development standards.
- Submit completed Pre-Application Conference form.
- Submit scaled site plan in reproducible form on an 8 ½ " x 11" or 11" x 17" sized sheet. Site plan should contain the following information:
 1. Proposed buildings, parking areas, and landscaped areas.
 2. Square footage of existing and/or proposed building(s) and intended use.
 3. Square footage of existing and proposed landscaping (if any).
 4. Property lines including dimensions.
 5. Setbacks of existing and/or proposed structures.
 6. Location(s) of access to property, proposed driveway widths, etc.
 7. Location of nearest fire hydrants to subject site.
 8. Any other noteworthy feature of the site such as steep slopes, canals, ditches, etc.
- Submit all other information necessary to communicate development proposal including building elevations (if available). All information must be submitted on an 8 ½ " x 11" or 11" x 17" sized sheet and in reproducible form. Information will be copied by City staff and distributed to all committee members prior to meeting.
- Optional:* List specific questions (if any) relative to City design standards, requirements or procedures. Members of the Development Review Committee will answer submitted questions during Pre-Application Conference.

What Will Happen:

- A member of the City staff will receive the submittal for the Pre-Application Conference and verify completeness of application.
- The City will establish an agenda for all applications to be reviewed by the DRC.
- City staff will distribute copies of the agenda and applicable materials submitted to all DRC members.
- The Community Development Director (or designee) will conduct the Pre-Application Conference. The DRC will meet with each scheduled applicant individually, in order of appearance as listed on the agenda. Please be aware that this meeting is not a public hearing and may be closed to members of the general public.
- The applicant (or agent of the applicant) will be invited to present the development proposal before the Development Review Committee.
- During the conference, City staff members will provide comments regarding feasibility of proposal, concerns with the request, and suggestions or requirements for amending the proposal.
- Also during the meeting, members of the Development Review Committee will be available to the applicant to answer any questions relative to City development standards, requirements and procedures.