



Community Development  
110 South Main Street  
Springville, UT 84663

801.491.7861  
www.springville.org

## COMMERCIAL SITE PLAN & CONDITIONAL USE PERMIT REVIEW PROCESS & CHECKLIST

Prior to the issuance of a building permit, Commercial Site Plan and or Conditional Use Permit approval is required from the Planning Commission or Planning Administrator (if applicable). The detailed submission requirements can be found in Titles 11 and 14 of Springville City Code at <http://www.codepublishing.com/UT/Springville/>.

### **Commercial Site Plan Review is required for the following:**

- a. All new development;
- b. All new additions to existing sites which increase the floor area of the premises by more than twenty percent (20%) or increase the original floor area of the premises by over twenty percent (20%) when combined with one (1) or more previous expansions that have occurred over a period of time;
- c. Any significant change proposed after site plan approval has been granted by the approving body; and
- d. Any conditional use (in addition to any other specific requirements listed in Section 11-7-2 of Springville City Code).

**Pre-Application Meeting:** The purpose of the Pre-Application Conference is to provide an opportunity for the applicant to present a basic sketch of what is being proposed for the site prior to formal application. The meeting is to be scheduled by the applicant with the Planning Division. During this meeting, a planning staff member will determine if the use is permitted, conditional, or not permitted in the zone. This meeting also provides a chance to discuss the process, site development standards (setbacks, landscaping, parking, fencing, etc.) and other aspects of the project in a less formal setting, along with identifying major concerns prior to formal application. This meeting will also generally include a representative from the Engineering Division of the City.

- o **Information Requested:** The applicant should provide a sketch design of the proposed development that includes basic location and size of buildings and structures, landscaping, street frontages and other significant features of the property, such as easements.
- o **Staff Review and Recommendation:** Based upon the information submitted for review, the Planning and Engineering staff will make a recommendation to the applicant as to the adequacy of the proposal and the process necessary for formal review.

**Formal Application:** The applicant shall prepare and submit a proposed site plan, along with all forms, fees, and other supporting materials required by the City to the Planning Division. The applicant shall provide a completed application, a Title Report within the last six (6) months, along with a disk containing an original .pdf file of the plans.

**Completeness Review:** The Planning and Engineering staff, upon receipt of the application, will determine whether or not the application is complete and ready for review based on the requirements for submittal. No application is eligible for the DRC (Development Review Committee) agenda until it is deemed complete.

**DRC Review:** The Development Review Committee shall review all applications to determine conformance with all applicable City ordinances and standards. If the site plan is determined to meet City ordinances and standards, the DRC will forward the completed submission to the Planning Administrator (see 11-7-402(2)) or the Planning

Commission for approval consideration. If portions of the application are deemed incomplete, it may be returned to the applicant for appropriate modification. The application shall not be forwarded to the Planning

Administrator or the Planning Commission if it does not meet the requirements of the City Code and other applicable standards, along with the requirements of other reviewing agencies. The DRC may forward applications to the Planning Commission subject to variances, waivers, modifications or amendments being proposed by the applicant. During the meeting the applicant will be given the opportunity to make presentations, ask questions and propose alternative conditions for consideration.

**Planning Administrator or Planning Commission Review and Action:** The Planning Commission will review relevant portions of the completed application, along with the comments from the DRC and the Planning Staff report. After review of the item, the Planning Commission may approve, conditionally approve or deny the proposed site plan application after providing an opportunity for a public hearing.

**Pre-Construction Meeting:** Prior to the issuance of a building permit on an approved site plan, the applicant shall prepare:

- (1) A revised final site plan, which shall include the changes to the site plan and conditions of approval required by the Planning Staff, DRC or Planning Commission;
- (2) Final landscape plan;
- (3) Dedication of property for streets and PUEs, as required;
- (4) Final building construction plans;
- (5) Completed engineering plans, including final construction drawings for streets, utilities, grading and drainage; and
- (6) Satisfactory arrangements concerning bonding as required by the Springville City Codes.

For site plans subject to obtaining a Conditional Use Permit, all conditions required by the Planning Commission shall also be met, along with the items required for a permitted use, prior to issuance of a building permit.

**Validity of Approval:** A building permit for an approved site plan must be applied for within six months from the date of approval by the Planning Administrator or the Planning Commission. One extension of up to six months may be requested in writing for the Planning Administrator or Planning Commission's consideration and action, provided that the request is received prior to expiration of the original approval. Approval of an extension may be granted upon finding that special circumstances prevented the applicant from obtaining a building permit and that no changes in the ordinance has occurred that would significantly alter the previous site plan approval.

## SUBMISSION REQUIREMENTS CHECKLIST

✓	Requirement	Comments
	<p><b><u>DRC REVIEW</u></b></p> <ul style="list-style-type: none"> <li>- Submission of (1) one 11" x 17" copy of the development plans at a scale of no less than 1" = 30'; and</li> <li>- Disk with an original pdf file of the plans.</li> </ul>	
	If property owner is different than applicant, then a Property Owner's Consent form must be signed and notarized granting permission for the applicant to act for and in behalf of the fee simple owner.	
<b>Development Plans shall include the following</b>		
	Title block stating the name of the project and common address of the proposed site, and the developer's name, address and phone number.	
	Vicinity map with a one-quarter mile radius and placed on the site plan.	
	North arrow, scale of site plan (of no less than 1" = 30') and date site plan was prepared.	
	A description of the proposed project that includes any special features and outlines the intended use of the site.	
	Names of all property owners, surrounding land uses and zoning on all abutting sides and within 200 feet, including those lands separated from the parcel by a street or other roadway.	
	Property dimensions including radii of curves.	
	Dimensions, setback, and heights of all proposed buildings and location of existing buildings.	
	Table indicating total site area and an acreage and percentage breakdown of structures, parking, landscaping, parking lot landscaping and open space.	
	Existing and proposed streets rights-of-way.	
	Parking lot design and dimensions, including required landscaping and ADA requirements.	
	All curb cuts and intersections within a minimum distance of 150-feet of the subject property, along with cross-access between this and adjacent sites, including those lands separated from the parcel by a street or other roadway.	
	If roadway dedication is required, a notation of the distance (shown as a dimension and note on the plan) from the centerline of each existing road right-of-way (centerline of existing asphalt) to the new property line of the Site Plan.	

✓	Requirement	Comments
	All proposed signage, both freestanding and attached to the building. (§11-6-3)	
	Exterior lighting of any structures, walkways and parking areas, including shields and other means of insuring that lighting is directed away from adjacent properties.	
	Pedestrian access between all public rights-of-way and structures and between structures within the development, including raised curbing and landscaped islands, which serve to separate vehicular and pedestrian traffic whenever possible. When raised walkways are not possible, all pedestrian accesses shall be clearly marked.	
	Clear view areas noted and shown on plan as per Section 11-6-108 of Springville City Code.	
	Proposed phasing, if applicable, in such a manner that each phase can function independently or in connection with the previous phase.	
	All existing and proposed fencing, including height, materials and location. (§11-6-213)	
	Proposed location of water and sewer lines in accordance with Springville City Engineering standards.	
	Existing and proposed easement (utility, solar, etc.) on and within 50' of the subject property. If public utility easements do not exist, the owner is required to provide utility easements as required by the City and said easements be deeded and recorded in the Office of the Utah County Recorder.	
	Screened trash receptacles and loading areas. (§11-6-105)	
	Location and screening plan for mechanical equipment.	
	Off-site improvements designed in conformance with Springville City requirements.	
	Proposed street layout designed in conformance with the required block standards, as set forth in Section 14-5-102 of Springville City Code.	
	Location of fire access and turnarounds for emergency vehicles. (§3-4-123)	
	Location of existing or proposed fire hydrants.	
	Extension of any stub streets adjacent the property of other streets necessary to meet the City street standards.	

✓	Requirement	Comments
	Scale drawings of major exterior building elevations (including all building wall signs) facing public rights-of-way or areas zoned for residential uses and indicate building materials to be used. Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot.	
<b>Grading and Drainage Plans</b> (Springville Standard Specifications and Drawings Manual Chapter 3, Section 5)		
	Drainage system report, including calculations and an explanatory narrative, stamped and checked by a professional engineer which includes: <ul style="list-style-type: none"> <li>a. Use of Springville City rainfall curves to calculate 25 and 100-year floods (attach Springville City rainfall curves to this report); and</li> <li>b. For detention basins, submit calculations to justify sizing based on a 25-year design storm with a release rate of 0/15 cfs per acre.</li> </ul>	
	Detailed drainage plans showing existing and proposed storm drainage improvements, including: <ul style="list-style-type: none"> <li>a. Major drainage facilities, outfalls and discharge;</li> <li>b. Drainage pipe locations, sizes and depths; and</li> <li>c. Catch basin locations, types and depths.</li> </ul>	
	Location of detention basins with the following improvements being included: <ul style="list-style-type: none"> <li>a. A maximum water depth of three-feet with a minimum one-foot freeboard;</li> <li>b. 3:1 slopes or flatter;</li> <li>c. Grass covering and underground sprinkler system; and</li> <li>d. Catch basin locations, types and depths.</li> </ul>	
	A written statement from the appropriate agency (i.e. irrigation companies, private land owners, etc.) accepting responsibility for all surface and subsurface drainage which is directed into channels owned by such agencies;	
	Letter(s) of intent for any necessary off-site drainage easement across privately-owned land;	
	Existing and proposed contours at two-foot intervals, unless a variation has been approved by the City.	
	Delineation of all areas subject to potential 100-year flood events as designated by FEMA.	

✓	Requirement	Comments
<b>Springville Power</b>		
	Please fill out a "New Service Request" form <a href="https://www.springville.org/power/files/2017/11/New-Service-Request.pdf">https://www.springville.org/power/files/2017/11/New-Service-Request.pdf</a> and return to electricdistribution@springville.org	
	Developer shall contact Mellissa Lasslo at mlasslo@springville.org or by calling 801-489-2750 ext. 4024 for Primary Power Plan once site plan/subdivision is finalized and prior to approval. No Electrical Extension Fees will be made available until the development is finalized and Primary Power Plan is created by Springville City Power.	
	Provide electrical drawings for the site plan, along with, one-line diagram, electrical load calculations and a CAD file with World File(s).	
	Developer shall show meter base and desired transformer locations	
	Developer shall protect all existing electrical facilities and operating clearance requirements	
	All existing Public Utility Easements (PUE) and existing electrical facilities shall be preserved by the developer.	
	Developer shall install electrical system as per Springville City Power Dept. Specification Manual  <a href="https://www.springville.org/power/electrical-manual/">https://www.springville.org/power/electrical-manual/</a>	
<b>Landscaping Plans</b> (Landscaping Requirements found in §11-6-2)		
	Landscape plans, which shall include plant location, type, size and quantities.	
	Irrigation plans.	
	Planting details. The city's approved tree planting detail can be found at: <a href="https://www.springville.org/buildings-and-grounds/urban-forestry/">https://www.springville.org/buildings-and-grounds/urban-forestry/</a>	
	Street tree planting details. (§4-11-1)	
<b>Storm Water Pollution Prevention Plan</b>		
	Provide an erosion and sediment control plan	
	Submit SWPPP document using the latest version of Utah State Template.	

✓	Requirement	Comments
	Obtain NOI	
	Obtain Springville City Land Disturbance Permit (LDP)	
	Contact Brent Dunkley for LDP pre-application meeting 801-885-4016	
<b>Irrigation/Drainage District</b>		
	<p>If any of the following Irrigation and/or Drainage Companies are affected by proposed development, application for Modification to Canal, Ditch or Drain must be submitted to Franson Civil Engineers.</p> <ol style="list-style-type: none"> <li>1. <i>Springville Drainage District</i></li> <li>2. <i>Springville Irrigation Company</i></li> <li>3. <i>Wood Springville Irrigation Company</i></li> <li>4. <i>Coffman Springs Irrigation Company</i></li> <li>5. <i>Madson Springs Irrigation Company</i></li> <li>6. <i>Big Hollow Irrigation Company</i></li> <li>7. <i>Mill Pond Irrigation Company</i></li> <li>8. <i>Wash Creek Irrigation Company</i></li> </ol> <p>No comments can be provided until such application and submittal of plans is made. Please Contact Eric Adams at (801) 756-0309 or visit <a href="http://www.fransonicivil.com">www.fransonicivil.com</a> for application forms and process.</p>	
<b>Other Information Required</b>		
	ALTA Survey along with, preliminary title report or policy of title insurance on the property, which identifies ownership, easements of record, liens or other encumbrances.	
	Any required UDOT approval for access or other improvements along a State road.	
	An engineer's estimate of costs for construction of all required public site improvements.	
	Conveyance of water rights, unless water rights have been tendered and evidence provided. (§11-6-124)	
	A traffic study for may be required at the discretion of the City Engineer.	
	A geotechnical report shall be required for all areas designated for off-site improvements and may be required for other portions of the site at the discretion of the City Engineer.	
	A wetlands delineation or clearance letter as required by the City Engineer.	







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**PLANNING COMMISSION REVIEW  
 APPLICATION**

REVIEW FEE \$ \_\_\_\_\_

*Cash or Check Only (GL# 411)*

PROJECT INFORMATION			
Project Name:		Pre-Application Review Date:	
Project Location:			
Brief Description of Proposal:			
DEVELOPER INFORMATION			
Applicant:			
Mailing Address:			Phone:
City:	State:	Zip:	Mobile:
Email:			
PROPERTY OWNER INFORMATION			
Name:			
Address:			Phone:
City:	State:	Zip:	Mobile:
Email:			
ENGINEER, ARCHITECT OR SURVEYOR			
Company:		Contact:	
Address:			Phone:
City:	State:	Zip:	Mobile:
Email:			

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and accurate.

\_\_\_\_\_  
 Applicant / Agent Signature

\_\_\_\_\_  
 Date

**REVIEW FEES**

Effective July 1, 2006

All fees associated with the application must be paid in full prior to the City's acceptance of the application

**Annexation**

Planning Commission Review	<input type="checkbox"/>	\$ 650
Policy Declaration Amend	<input type="checkbox"/>	\$ 790
+ Map Amend	<input type="checkbox"/>	\$ 840

**Commercial Site Plan Review**

General	<input type="checkbox"/>	\$ 913 (Includes two reviews by DRC)
Amendment (Under Current Code)	<input type="checkbox"/>	\$ 410
Flag Lot Development	<input type="checkbox"/>	\$ 115

**Conditional Use Permit** (without site plan review)  \$ 575

**Condominium Plat**

New Construction - Preliminary	<input type="checkbox"/>	\$ 955
New Construction - Final	<input type="checkbox"/>	\$ 878
Conversion - Preliminary	<input type="checkbox"/>	\$ 955
Conversion - Final	<input type="checkbox"/>	\$ 878
Condominium Plat Amendment	<input type="checkbox"/>	\$ 538

**Miscellaneous/Appearance**  \$ 25

**Mobile Home Park**  See Subdivision

**Subdivision**

Minor (Less than 10-lots & no street dedication)  \$ 378

-General City

Concept Plan	<input type="checkbox"/>	\$ 290	
Preliminary Plan	<input type="checkbox"/>	\$ 685 -first 5 lots included + \$7.50 each additional lot	Total # of lots:

\$

-Westfields & Lakeside Overlays

Concept Plan	<input type="checkbox"/>	\$ 300	
Preliminary Plan	<input type="checkbox"/>	\$ 750 - first 5 lots included + \$11.00 each additional lot	Total # of lots:

\$

Final Plan (Both General City & Overlay's)  \$ 1053 - first 5 lots included + \$11.00 each additional lot

\$

Plan Amendment (Both General City & Overlay's)  \$ 585