



J. Fred Aegerter, AICP  
Director

**SITE PLAN/CONDITIONAL USE PERMIT  
APPROVAL PROCESS**

---

**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.

- **Information Requested:** The applicant should provide a site plan 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. The overall signage package proposed for the building and site, including proposed size, location and height may also be included for consideration.
- **Planning Staff Review and Recommendation:** Based upon the information submitted for review, the Planning Division will make a recommendation to the applicant as to the adequacy of the proposal and the process necessary for preliminary 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 and the applicant's request for a waiver of certain application requirements. No application is eligible for the DRC (Development Review Committee) agenda until it is deemed complete. Once the submittal is determined complete, the project review will be scheduled for review by the DRC.

**Development Review Committee:** 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. 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.

- NOTE: The proposal may be continued to a subsequent meeting if the Administrator determines that more information is necessary or upon request of the applicant.

**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.



**Springville City Corporation**  
**110 South Main Street**  
**Springville, Utah 84663**

**COMMERCIAL SITE PLAN &  
 CONDITIONAL USE PERMIT  
 PROCESS/CHECKLIST**

Prior to the issuance of a building permit, site plan approval from the Planning Administrator and/or Planning Commission (if applicable) is required. Detailed submission requirements can be found in Titles 11 and 14 of Springville City Code.

Project Name:					
Location/Address:					
Zone:		Area:		Proposed Use:	
				Permitted	
				Conditional	
Applicant:		Email:		Phone:	
				Cell:	
				Fax:	
Property Owner (if different)		Email:		Phone:	
				Cell:	
				Fax:	
Engineer, Architect or Surveyor		Email:		Phone:	
				Cell:	
				Fax:	
Pre-Application Meeting Date:					
Determination of Completeness Date:		Plans submitted ___/___/___ Reviewed ___/___/___		Complete	
				Not Complete	
		Plans submitted ___/___/___ Reviewed ___/___/___		Complete	
				Not Complete	
DRC (Development Review Committee) Meeting Date:				Approve	
				w/ Conditions*	
				Deny	
Planning Commission Meeting Date (if applicable):				Approve	
				w/ Conditions	
				Deny	
Planning Administrator Review & Action: (Signature & Date)		Date:		Approve	
				w/ Conditions	
				Deny	

*\* If your resubmission does not adequately resolve outstanding issues, your project will not be referred to the Planning Commission.*

**SUBMISSION REQUIREMENTS CHECKLIST**

✓	Staffs Initials	Requirement	Comments
		<u>COMPLETENESS REVIEW</u> -Submission of the completed application and applicable review fee; - Title Report issued within the last six (6) months; and - Disk with an original pdf file of the plans.	

✓	Staffs Initials	Requirement	Comments
		<u>DRC REVIEW</u> - Submission of (1) one 11" x 17" copy of the development plans at a scale of no less than 1"= 30'; and - Disk with an original pdf file of the plans.	
		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 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.	

✓	Staffs Initials	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.	

✓	Staffs Initials	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: <ol 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> </ol>	
		Detailed drainage plans showing existing and proposed storm drainage improvements, including: <ol 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> </ol>	
		Location of detention basins with the following improvements being included: <ol 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> </ol>	
		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.	

✓	Staffs Initials	Requirement	Comments
<b>Landscaping Plans</b> (Landscaping Requirements found in §11-6-2)			
		Landscape plans, which shall include plant location, type, size and quantities.	
		Planting details.	
		Street tree planting details. (§4-11-1)	
<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>			
		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.	

✓	Staffs Initials	Requirement	Comments
		Other data or plans deemed necessary by DRC member(s), including, but not limited to:  Springville City Power Department 1) Primary Power Plan (please submit as soon as possible prior to DRC review) <ol style="list-style-type: none"> <li>a. Transformer location</li> <li>b. CT cans (if applicable)</li> <li>c. Service Size</li> </ol> Power Dept. Contact(s): Brandon Graham 801-489-2733 Stewart Bird 801-489-2750	

<b>General Conditional Use Permit Information</b> (Additional specific criteria may apply as per §11-7-205)	
Does the proposed use generate any noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, glare, electromagnetic disturbances and/or radiation?	No
	Yes
If yes, please explain in detail _____ _____ _____	
What are the days and operating hours for the proposed use? Please Circle S M T W T F S Hours _____	

<b>Additional Comments/Requirements</b>





Springville City Corporation  
 110 South Main  
 Springville, Utah 84663

Planning Commission Review Application

**Springville**

Review Fee: \$ \_\_\_\_\_  
 (GL# 411)

<b>Project Information</b>			
Project Name:		Zone:	Area:
Project Address or Approximate Location:		Brief Description of Proposal:	
Pre-Application Review Date:	Staff Initials:	Pre Submission Meeting Date:	Staff Initials:
<b>Developer Information</b>			
<b>Property Owner:</b>		Telephone:	Fax:
			Mobile:
Address:		City, State, Zip	
Email Address:			
<b>Applicant/Company Contact:</b>		Telephone:	Fax:
			Mobile:
Address:		City, State, Zip	
Email Address:			
<b>Engineer, Architect or Surveyor</b>			
<b>Company:</b>		<b>Contact:</b>	
Address:		Telephone:	Fax:
			Mobile:
City, State, Zip		Email Address:	
<p>Only complete applications will be accepted after the applicant has had project reviews by planning and engineering staff in separate pre-application and pre-submission meetings. Projects requiring multiple submissions to the Commission must have a pre-submission meeting prior to each filing of an application.</p> <p>When these meetings are complete, the filing deadline for applying to the Planning Commission is the Wednesday following the second Tuesday of each month prior to the meeting requested, and shall be submitted no later than 3:00 PM on that day. Also, space is limited on the each tentative Commission agenda. If the agenda fills prior to the deadline, projects will be scheduled on the next available tentative Planning Commission agenda.</p> <p>All fees associated with the application must be paid in full prior to the City's acceptance of the application.</p> <p>To schedule a pre-application meeting, please call Laura Thompson at (801) 491-7804.</p>			

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.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**Process & Review Fees**

Effective July 1, 2006

**Amendment**

Titles 11 and 14 of Springville Code	<input type="checkbox"/>	\$ 740
General Plan Text	<input type="checkbox"/>	\$ 650
General Plan Text + Map	<input type="checkbox"/>	\$ 700
Official Zone Map (Zone Change)	<input type="checkbox"/>	\$ 640

**Annexation**

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

**Conditional Use Permit** \$ 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**Site Plan Review**

General	<input type="checkbox"/>	\$ 913 (Includes two reviews by DRC)
Amendment (Under Current Code)	<input type="checkbox"/>	\$ 410
Amendment (Under Previous Code/Before June 1, 2003)	<input type="checkbox"/>	\$ 483
Deep-lot Development	<input type="checkbox"/>	\$ 115

**Subdivision**Minor Concept/Preliminary Plan  \$ 378 (Includes two reviews by DRC)**-General City**

Concept Plan	<input type="checkbox"/>	\$ 290
Preliminary Plan	<input type="checkbox"/>	\$ 685 -first 5 lots included + \$7.50 each additional lot
		No. of Lots:

**-Westfields**

Concept Plan	<input type="checkbox"/>	\$ 300
Preliminary Plan	<input type="checkbox"/>	\$ 750 – first 5 lots included + \$11.00 each additional lot
		No. of Lots:

Final Plan (Both General City & Westfields)  \$ 1053 – first 5 lots included + \$11.00 each additional lot No. of Lots:Plan Amendment (Both General City & Westfields)  \$ 585