



Planning & Zoning ~ Building ~ Code Enforcement

Architectural Approval

Staff Use Only

Date: ___/___/___ Property Location: _____ Application #: _____
Amount Owed: **\$575.00** Received by: _____ Cash / Card / Check
Amount Paid: _____ Receipt #: _____
Planning Commission Approval Date: _____ Minutes Attached Initial _____

Applicant Name: _____ Property Owner Name: _____
Owner Affiliation: _____ Owner Address: _____
Phone #: _____ Fax #: _____ Phone #: _____ Fax #: _____
E-mail: _____ E-mail: _____
Property Address of Proposed Structure: _____

CHECKLIST

The following checklist is to be used to assist you in applying for Architectural Approval within a Commercial Zone:

- The signature of any owner of record for property where this application is requested.
- Comprehensive sign plan.
- Two (2) 24" x 6" legible copies to scale, ten (10) 11"x17" legible copies, one (1) 8.5"x11" legible copy and a digital .pdf of each of the following plans:
 1. Color Elevations, to scale, of all four (4) sides of all buildings; and
 2. Materials List with materials identified on all four (4) elevations; and
 3. Material Board and color palette not to exceed 8 1/2"x11"
 4. Narrative from applicant defining (in their opinion) how their proposed building is consistent with the Development Code, all previously approved commercial buildings, the Highland Commercial Design Standards (Required if Town Center Overlay), the Development Agreement attached to the subdivision, and Highland's commercial vernacular.
 5. Any Additional information per the Development Code or per Applicant to assist project.



CITY OF HIGHLAND
OFFICE of the COMMUNITY DEVELOPMENT DEPARTMENT

5400 West Civic Center Drive, Suite 1, Highland Utah 84003
Phone 801-756-5751 - Fax 801-756-6903

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PROJECT NARRATIVE

Please address the following topics in your narrative:

- Consistency with the General Plan and compliance with the Development Code and other city codes and regulations
 - General compatibility of proposed use with adjacent property.
 - Site and building design with exterior lighting with reference to adjacent properties.
 - Address ingress and egress to the property and proximity to driveways and street intersections in the vicinity of the subject property.
 - Internal vehicular circulation including emergency and delivery vehicles.
 - Pedestrian and alternative vehicle considerations for the proposed use.
 - Volume and character of traffic as well as off-street parking and loading.
 - Impact of public services, including utilities, schools, and recreation.
 - Screening and buffering of uses.
 - Proposed outdoor activities or storage.
 - Hours of operation and number of employees.
 - Noise, smoke, odor, dust, vibration, or illumination created by the proposed use.
 - Additional information as needed.
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PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

 Owner's Signature

 Owner's Signature (co-owner, if any)

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property.

 Owner's Signature

 Owner's Signature (co-owner, if any)

On the _____ day of _____, 20_____, personally appeared before me _____ the signer(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

 Notary Public