



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

SITE PLAN APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$725.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



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)

State of _____

County of _____

Subscribed and sworn to (affirmed) 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 able described real property.

Owner's Signature

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

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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DELIVERABLE REQUIREMENTS

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Review Fee: \$725.00.
		Legal description of property on a separate 8 1/2"x11" sheet (1 copy).
		Current Title Report (1 copy).
		Project narrative, including discussion of site design, building architecture, landscape themes, compatibility, etc. (7 copies). (See page 4).
		Property ownership map and list within 500 feet and affidavit of notification (see pages 5 and 6).
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		Site Plan. (See pages 7-9 for site plan specifications). All of the following shall be included as a part of the site plan; the contents shall be made up in 3 sets of 24"x36" plans and drawn to
		Building Elevations.
		Lighting Plan/Photometric and cut sheets.
		Landscape/Hardscape Plan and landscape maintenance schedule.
		Grading Plan. Must be consistent with the master grading plan
		Drainage Plan. Must be consistent with the master drainage plan.
		Utility Plan.
		General traffic circulation plan and/or traffic study.
		Color elevations.
		ALTA Survey.
		Master Water and Sewer Models (2 copies).
		COGO (error of closure) (2 copies).
		Drainage Report (2 copies).
		Water and Sewer Report (2copies).
		Material and color palette board(s) not to exceed 8 1/2"x11" (1 copy).
		Landscaping Requirements and data sheet (2 copies) (see pages 10-11).
		Fire Protection Plan (2 copies) (see page 12).
		Comprehensive Sign Plan (2 copies) (see page 13).
		Project data sheet (7 copies). (see page 14).
		Reduced copies of all required plans in 11"x17" size (7 copies).
		Reduced copies of all required plans in 8 1/2"x11" size (1 copy).
		All plans on disc as PDF labeled and dated (1 disc).

The applicant should be aware that there may be requests to provide additional materials for staff review and/or Planning Commission or City Council meetings.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____



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SITE PLAN PROJECT NARRATIVE

The following must be included. An application will not be accepted without this.

Please address the following topics in a typed narrative on a separate sheet of paper:

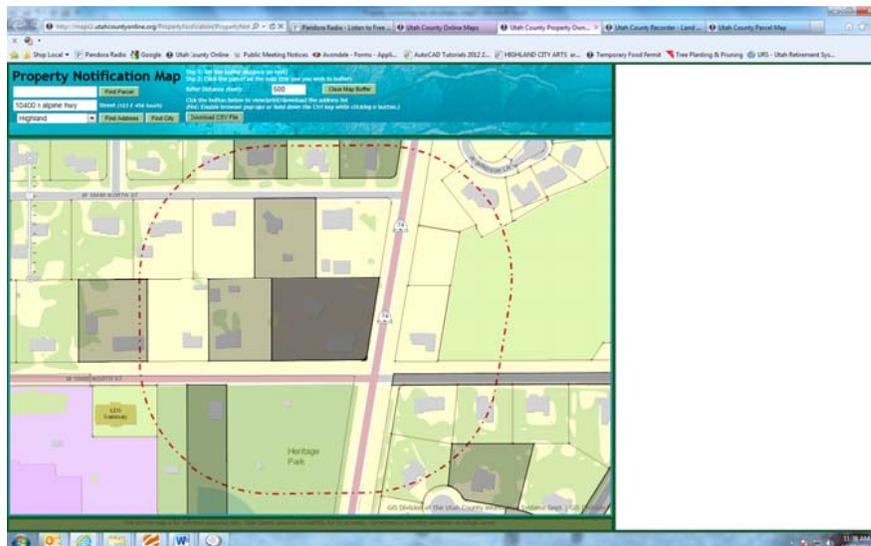
1. Consistency with the General Plan and compliance with the Development Code and other city codes and regulations.
2. General compatibility of proposed use with adjacent property.
3. Site and building design with exterior lighting with reference to adjacent properties.
4. Address ingress and egress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



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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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SITE PLAN SUBMITTAL SPECIFICATIONS

All plans shall be of the same scale. These items must be present on the plans submitted for review.

SITE PLAN

1. Name and address/location of development.
2. Vicinity Map showing area within 1/2 mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale of not less than 1" = 100'.
7. Legal description.
8. Zoning of all abutting and/or adjacent properties.
9. Current dimensions of all property lines.
10. Location, identification, and dimensions of the following existing and proposed site elements and
 - a. Existing adjacent and/or on-site streets and street right-of-way.
 - b. Proposed right-of-way dedications and improvements.
 - c. Proposed street cross-sections.
 - d. Existing and proposed ingress/egress points (indicate full access, right-in/right-out only,
 - e. On-site vehicular and pedestrian circulation elements (i.e. sidewalks, walkways, driveways,
 - f. Provisions for handicapped accessibility including, but not limited to wheelchair ramps,
 - g. Parking areas, vehicular and bicycle, including setbacks to property lines.
 - h. Bus stop locations designed in accordance with MAG Supplemental Detail A1260.
 - i. All structures, including heights, dimensions, finish floor elevations, and setbacks to
 - j. Fences and walls.
 - k. Trash enclosures.
 - l. Freestanding signage.
 - m. Existing and proposed fire hydrants, backflow prevention equipment, and FDC.
 - n. Existing and proposed lighting (on and off-site).
 - o. Detention/retention areas.
 - p. Irrigation ditches, canals, and well sites.
 - q. Water features.
 - r. All ground planes labeled (i.e. asphalt, concrete, landscaping, etc.).
 - s. Significant rock outcroppings or other natural features.
 - t. Phase lines, if applicable.
11. Site data table including the following information:
 - a. Existing zoning of the site.
 - b. Gross and net area of site.
 - c. Total building floor area.

- d. Building floor area, by use (if a mix of uses is proposed).
- e. Percent of site coverage.
- f. Parking calculations showing total number of spaces required and provided, by use, including accessible parking.

12. Trash Enclosures:

- a. Every parcel with a building or structure shall have a trash receptacle on the premises. The trash receptacle shall be of sufficient size to accommodate the trash generated.
- b. The refuse collection area shall be located upon the lot so as to provide clear and convenient access to refuse collection vehicles.
- c. The receptacle shall be screened from public view on at least three (3) sides by a solid wall six (6) feet in height and on the fourth side by a solid gate not less than five (5) feet in height. The gate shall be maintained in working order and shall remain closed except when in use. The wall and gate shall be architecturally compatible with the surrounding buildings and structures.
- d. Freestanding refuse containers in retail or public areas which are intended for public use shall be constructed of cast concrete, ceramic or wrought iron, with an inset for a trash can and shall be constructed so as not to allow dispersal of the container or trash by the strong winds common to the area. The containers shall be natural in color and/or of a design commensurate with surrounding architectural themes.
- e. Enclosures shall be constructed per Highland City Development Code standards. Additional requirements and/or restrictions may be applicable based on zoning district.

13. Pedestrian Access

- a. All pedestrian walkways that traverse driveways or drive aisles shall be distinguished by a different material.
- b. Minimum 6' walkway around all commercial buildings on site.

14. Site Plan Notes

- a. All utility lines less than 69KV shall be undergrounded with the first phase of development.
- b. All ground-mounted equipment shall be screened/concealed from street view.
- c. Plants located within required sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant material shall be maintained to be lower than 3' (shrubs) or taller than 7' (bottom of tree canopy).
- d. Future development pads within master planned developments shall be covered for dust and weed control at time of development.
- e. All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of Highland City.
- f. This project is subject to the current Highland City Engineering Requirements (MAG Supplemental Regulations), General Plan, Development Code, and any applicable Specific Plans.

LANDSCAPE/HARDSCAPE PLAN

- 1. Location of all landscape material, lighting, and site furnishings.
- 2. Botanical and common names of plant material.
- 3. Size of plantings at time of installation.
- 4. Description of irrigation system. Show preliminary backflow preventer location.
- 5. Planting Data Sheet included on all landscape sheets (see attached).

6. Locations of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green.
7. Square footage of landscaping in any right-of-way.
8. Designate and provide detail of all street median improvements (as applicable).
9. Location of preliminary easements, preliminary utilities, and above grade retention/detention basins.
10. Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein.
11. Elevations and/or details indicating color and design of all proposed site amenities, including but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.

PRELIMINARY GRADING AND DRAINAGE PLAN

1. Topographic contours or spot elevations.
2. Delineate any areas in the floodplain.
3. Detention areas/storm drains.

PRELIMINARY UTILITY PLAN

1. All existing water and sewer lines, location, and size.
2. Proposed public utility (PUE) and width.
3. Proposed location and size of the following:
 - a. Potable water lines
 - b. Sanitary sewer lines
 - c. Fire lines
 - d. Water meters
 - e. Storm drains
4. Proposed fire hydrant locations.
5. Proposed location of backflow preventers.
6. Existing and proposed locations of all electric, natural gas, telephone, and/or cable television lines.

BUILDING ELEVATIONS

1. Drawing, to scale, of all sides of all buildings proposed, in accordance with City architectural
2. Elevations labeled by direction (e.g. North Elevation).
3. Call outs of all proposed finish materials and colors; on color elevations, printed colors must
4. Sign fields delineated by a dashed box (All signage shall be submitted, reviewed, and approved
5. Roof mounted equipment, ghost-in behind parapets.
6. Perspective drawing along major streets and other visible locations as required by the staff.
7. Elevations of all proposed perimeter, screen, or other proposed walls on site.

EXTERIOR BUILDING COLOR AND MATERIALS SAMPLES

1. Samples of each material used (2" x 2" maximum size, 1" x 1" minimum size), mounted on 8 1/2" x 11" board(s). Thoroughly label each sample with all known information, including but not limited to: manufacturer name, color name and number, material type, finish, size, etc.

LIGHTING AND PHOTOMETRICS

1. Site plan indicating the location and type of all proposed exterior lighting fixtures.
2. Photometric plan indicated light levels (in foot candles) at regularly measured intervals across a
3. Luminaire schedule including but not limited to the manufacturer information, luminaire
4. Cut sheets of all proposed fixtures.
5. All lights shall be fully shielded and directed downward.



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LANDSCAPING REQUIREMENTS

These standards are a starting point and the Highland City Development Code should be referenced for additional requirements within each zoning district.

PLANTING NOTES

1. A fully dimensioned comprehensive landscaping plan shall include, but not be limited to:
 - a. List of plants
 - b. Size
 - c. Location
 - d. Irrigation plan
 - e. Hardscape
2. Minimum caliper for all trees shall be 2" and minimum shrub size shall be one gallon.
3. The City may require that landscaping plans be prepared by a registered landscape architect.
4. When inorganic ground cover is used, it shall be in combination with live plants.
5. All landscaping shall have an automatic irrigation system.
6. All required landscaping shall be properly installed, irrigated, and maintained prior to use inauguration or occupancy.
7. The Property Owner and/or lessee shall be responsible to install/maintain all landscaping within the Right-of-way.
8. Maintenance of approved landscaping shall consist of regular watering, pruning, fertilizing, clearing of debris and weeds, the removal and replacement of dead plants, and the repair and replacement of irrigation systems and integrated architectural features.
9. At Intersections: Landscaping along all streets and boundaries shall be limited to a height of not more than three (3) feet within the area required for minimum sight distance as specified in the AASHTO Policy on Geometric Design for the following intersections.
 - a. A vehicular trafficway or driveway and a street;
 - b. A vehicular trafficway or driveway and a sidewalk;
 - c. Two or more vehicular traffic ways, driveways, or streets.
10. Hanging limbs and branch growth shall be maintained 13 feet above streets and 8 feet above sidewalks.
11. A 3 foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature.

Note: All construction shall be in accordance with the Highland City Specifications & Standard Details.



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FIRE PROTECTION PLAN

*Fire protection plans on all commercial buildings shall include the following on a plot plan:

1. Location of building address (illuminated or not).
2. Hydrant locations.
3. FDC location.
4. PIV location (if applicable).
5. Marked fire exit locations.
6. All fire extinguishment applications (dry chem hoods, fire hoses, fire extinguishers, etc.)
7. Fire alarm (yes or no).
8. Monitored or local alarm and alarm panel location.
9. Co2 and smoke alarm locations.
10. Fire doors and other confinement corridors.
11. Emergency lighting locations.
12. Storage markings on the floor in utility areas.
13. Automatic shut-off on gas appliances (if applicable).
14. Knox box (yes or no and location if applicable).

BUILDINGS WITH SPRINKLERS SYSTEMS

*In addition to the items above, the following items shall be shown on the fire protection plan:

1. Riser location.
2. Sprinkler head locations.
3. Panel location.



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COMPREHENSIVE SIGN PLAN GUIDELINES

The Highland City Development Code Sign Ordinance should be referenced for a complete list of signage requirements.

Comprehensive Sign Plans shall, at a minimum, include the following items:

1. Property owner's authorization on planning application.
2. Statement of design indicating how the proposal meets the City requirements for continuity and design. The statement shall identify common themes along with a limited set of colors, materials, illumination methods, and fonts which compliment the proposed building architecture.
3. Site plan identifying the location of all signs associated with the project.
4. Final elevations/details, in color, showing the dimensions, materials, colors, design, method of illumination, and ground plane treatment (i.e. landscape) for all proposed freestanding signage.
5. Color building elevations denoting the areas designated for wall mounted signage.
6. Typical elevations/details, in color, showing the materials, colors, fonts, method of mounting, and method of illumination for a typical wall mounted sign. If multiple letter types are proposed, the sign plan shall include a detail for all proposed types.
7. Any additional items requested by staff.



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PROJECT DATA SHEET – RESIDENTIAL/COMMERCIAL

PROJECT NAME: _____ PROJECT MANAGER: _____
 PROPOSED USE: _____ ZONING DISTRICT: _____

TO BE COMPLETED BY APPLICANT

COMMERCIAL	RESIDENTIAL	CALCULATIONS	TO BE COMPLETED BY CITY
		NET LOT AREA	
		GROSS LOT AREA	
		GROSS BUILDING AREA	
N/A		NUMBER OF UNITS OR LOTS	
N/A		NET DENSITY ALLOWED	
N/A		NET DENSITY PROVIDED	
N/A		MINIMUM LOT SIZE ALLOWED	
N/A		MINIMUM LOT SIZE PROVIDED	
		BUILDING HEIGHT ALLOWED	
		BUILDING HEIGHT PROVIDED	
		MINIMUM PARKING SPACES REQUIRED	
		PARKING SPACES REQUIRED	

SETBACKS (Provide table for each building, labeled to match site plan)

REQUIRED	PROVIDED	CALCULATIONS	TO BE COMPLETED BY CITY
		NORTH ELEVATION	
		SOUTH ELEVATION	
		EAST ELEVATION	
		WEST ELEVATION	
		PARKING (from streets & abutting residential property)	