



Site Plan Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 614-9626; website: www.syracuseut.com

FAX: (801) 614-9626 or email jmerrill@syracuseut.com

Updated 12-21-10

Project Information

Project name:	Property zone:	Parcel Identification No.:	Acres:
Address:		Description of use:	

Property Owner(s) Information

Name:			Name:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Office	Email Address:		Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Office	Email Address:	

Primary Contact/Representative Information

Name:				
Address:		City:	State	ZIP:
Office Phone:	Cell Phone:	Email Address:		

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that the requested use would comply with all required conditions and standards of the Syracuse City Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the City, and impose no insatiable demands for public services. I read the Syracuse Land Use Ordinance and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and with all requirements of Syracuse City's Municipal Code. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations and that approval by City Council shall be valid for a period of twelve months.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Received:	Fees paid:	\$575 + \$55.00/acre 0-5 acres or \$650 + \$55/acre with conditional use \$1,585 + \$173/acre 5.01-10 acres \$2,450 + \$144/acre 10.01-15 acres \$3,170 + \$115/acre 15.01-20 acres \$3,745 + \$100/acre >20 acres \$250 + \$50/acre revised plan or \$35 nonconforming use/lot review \$100 minor site plan amendment \$6/public hearing sign and 90¢/mailing notice
Received by:	Building Official Review Date:	Fire Official Review Date:
Land Use Authority Decision Date:		



**Site Plan Application – Page 2
Guidelines and Checklist**

DISCLAIMER: *The City is providing the following information as a service to those wishing to apply for site plan approval within Syracuse City limits. No one shall consider this form as comprehensive in representing the obligations of the applicant. In the event of a conflict or discrepancy between this document and City Ordinances or State or Building Codes, the more strict rules shall apply*

Fee Description	Base Fee	+ Fee Per Acre	Comments
Commercial Site Plan	\$575	\$55/acre 0-5 acres	Fee includes initial City planning and engineering staff review and ONE review of initial site plan corrections as identified by City planning and engineering staff
	\$1,585	\$173/acre 5.01-10 acres	
	\$2,450	\$144/acre 10.01-15 acres	
	\$3,170	\$115/acre 15.01-20 acres	
	\$3,745	\$100/acre >20 acres	
Residential Multi-family	\$750	1% of bond	
Site Plan Amendment (Minor)	\$100	-	Fee for EACH additional City planning and engineering staff review
Mailing List and Noticing Fee	92¢ per mailing notice		
Public Notice Signs	\$6 per sign per road frontage abutting subject property		

Mailing List and Noticing Fee

For purposes of noticing the public of a land-use decision related to a site plan review, the applicant, as required by City Ordinance, shall provide the Community Development Department with the following:

- An approved list of all owners of real property located within 300 feet of the boundary of the subject property, as shown on the latest assessment rolls of the County Recorder (applicant shall bear sole responsibility to ensure accuracy of the property owner list) or an additional \$15 to the City for generation of the required list
- A noticing fee in the amount of the actual costs incurred by the City in providing the notice (currently 92¢ per notice)

Applicant to read and check each box to acknowledge all requirements

The Syracuse Community Development Department encourages applicants to contact City staff for assistance in addressing and understanding all requirements for any site plan. This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible. City staff will not accept incomplete applications. In order for staff to process an application, it must include the following materials at the time of submission:

- Completed and signed Site Plan Application
- Application and noticing fee payment per the current Syracuse City Fee Schedule
- Mailing list of adjacent property owners within 300 feet of the subject property
- One 22"x34" plan, three 11"x17" plans, and .pdf electronic copy on CD or emailed to jmerrill@syracuseut.com
- Other supporting materials on the plans and drawings as outlined below
 - The plan set cover sheet shall be drawn to scale and include:
 - The entire site plan
 - A title block identifying name, address, and phone number of applicant, designer, engineer, and any other professionals who contributed to the production of the plans and drawings
 - Name and address of the proposed project
 - The plans and drawings date of preparation
 - An inset of a general vicinity map
 - Detailed boundary survey sheet, drawn to scale, showing the following information:
 - ✓ Location and width of existing and proposed abutting streets
 - ✓ All property and lot lines
 - ✓ Existing and proposed easements and dedications, adjacent property owners, and holding strips
 - ✓ Location of all existing and proposed structures on property, including building heights and any provisions to screen roof-based mechanical equipment, and location of existing structures on adjoining properties
 - ✓ Location of existing fences and significant existing trees and shrubbery
 - ✓ Location of off-street parking, driveways, loading facilities, and hard-surfaced areas
 - ✓ Location of existing and proposed curb, gutter, sidewalk, and curb cuts (If property abuts a State highway, applicant must obtain approval for location and number of curb entrances and location of curb, gutter, and sidewalk from UDOT's right-of-way engineer)
 - ✓ Location of refuse container(s) [Trash-collection sites shall be enclosed by a fence or wall at least 6 feet in height and adequately impervious to sight as to conceal them from adjacent properties and streets]
 - ✓ Location of vehicular/pedestrian access and circulation, plus existing and proposed traffic, pedestrian, and road-safety signs
 - A detailed utilities site-plan sheet drawn to scale and showing locations and sizes of all existing or proposed utilities for providing service to the project (including location of nearest fire hydrants consistent with design standards as approved by City)
 - A detailed landscaping site-design plan sheet drawn to scale that shows the following information:
 - ✓ Proposed landscape with identification of plant species and fencing in enough detail that the Planning Commission can review the screening and aesthetic qualities
 - ✓ Irrigation design showing only location and service size for secondary water connections (full landscaping plan, including irrigation-system design, required with building permit application)
 - ✓ Location and design of exterior lighting, which may not permit rays of light to penetrate beyond applicable property boundaries
 - ✓ Data table showing parcel, building, landscaping, and parking areas with percentages and number of stalls required and provided
 - Floor plans and elevations, including exterior finishes and colors
 - Required engineered drawings, drawn to scale, for on- and off-site improvements as directed by City Engineer
 - Traffic and geotechnical studies as directed by City Engineer
 - Signatures and stamps on each sheet by a professional engineer
 - Cover sheet with signature boxes for each public utility



Should you have any questions regarding the application materials, process, or laws and ordinances governing plat amendments, please feel free to contact the Community Development Department at 801-614-9626. You may access the Syracuse City Municipal Code and Fee Schedule on the internet at www.syracuseut.com.

Thank you for your interest in developing in Syracuse City. We look forward to working with you and providing a pleasant and productive atmosphere in order to help you accomplish your goals to build a project that will ultimately be an asset to the community.

General Site Plan Application and Approval Process

