



Date received
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Syracuse City
Subdivision Sketch Plan
Application for Subdivision Development
Title 8 Syracuse City Ordinance

TO BE COMPLETED BY DEVELOPER:

Name of Proposed Subdivision: _____

Approximate Location of Subdivision: _____

Current land use zone: _____ Number of proposed lots: _____

Number of lots in first phase: _____ Number of phases: _____ Acres: _____

**Company Name, Contact Name, and
Address of Applicant/Developer:**

**Name, Engineer/Surveyor Name, and Address
of Development Engineer Company:**

Tel #: _____

Tel #: _____

Fax #: _____

Fax #: _____

Cell #: _____

Cell #: _____

Email: _____

Email: _____

Total Plan Review Fees: \$ _____ Date of Payment: _____
Sketch plan review Fee: \$225.00 + \$25.00 per lot
Revised drawing review fee: \$50.00 + \$15.00 per lot
Applicant(s) MUST pay fee at time of application submittal and include the following checklist with initials by each requirement verifying they included it with the plan. City staff may delay a requested review and subsequent approval process if application is incomplete.

Property owner Name: _____

Property Owner Mailing Address: _____

Property Owner Signature: _____

Names, addresses, and signatures of all owners of subject property are required. Please attach additional sheets as needed (If a legal representative signs for a property owner, attach executed power of attorney).

SKETCH PLAN CHECK LIST
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Subdivision Name: _____

TO BE COMPLETED BY BOTH DEVELOPER AND CITY

Developer: Check each following item for compliance with adopted City standards, Titles, General Plan Zoning, and Ordinances. In order to expedite Sketch review, please ensure all application requisites are on plans. This form, when properly completed, shall serve as application for review of Sketch Plans and the approval process. Submit application and proposed sketch plans, with the following information, to the Community Development Department at least fourteen (14) calendar days prior to the desired Planning Commission Meeting.

Community Dev Staff: Check each item for compliance with adopted City Standards, Titles, General Plan Zoning, and Ordinances. Note deficiencies by reference number on a separate sheet and attach to this document. Upon completion of review, provide a completed copy of this document to Developer, which shall serve as notice of approval to proceed to Land Use Authority's review. The Land Use Authority shall recommend approval, approval with conditions, or denial of the sketch plans as submitted and forward their recommendation to City Council.

Sketch Plan Application Requisites

- ___ Dev ___ City 1. Payment of Sketch Plan Application Fee
- ___ Dev ___ City 2. Three 22" X 34" plans plus one 11"x17" half- scale copy
- ___ Dev ___ City 3. Name, address, and phone number of developer and engineer and/or surveyor preparing the sketch
- ___ Dev ___ City 4. CD of AutoCAD files, in *.dwg file format, containing sketch drawing only (File may be submitted on CD or emailed to tmoyes@syracuseut.com) to be used in staff presentation and report to City Council
- ___ Dev ___ City 5. Feasibility Report:
 - a. Proposed method of connecting to City utilities and proposed connection information in City Ordinance 8-2-10
 - b. Irrigation water rights conveyed to City per Ordinance 8-2-9
 - c. Density calculations outlined in City's Zoning Ordinance based on location
 - d. Method of meeting park land purchase impact fee requirements in Ordinance 8-2-5
 - e. Identification of potential wetland areas within Subdivision and proposed method of management (a wetland delineation study and report from the US Army Corp of Engineers may be necessary if within the Sensitive Lands Overlay Zone – See Title X Chapter 23)
 - f. Estimated number of phases and number of lots in each phase of the development
 - g. Method of meeting the secondary ingress/egress required by Ordinance 8-2-11

INFORMATION TO INCLUDE ON PLAT:

- ___ Dev ___ City 6. Subdivision name (confirm name availability with County Recorder's office)

-SKETCH PLAN CHECK LIST

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- ___ Dev ___ City 7. Inset vicinity map
- ___ Dev ___ City 8. Sketch of proposed subdivision with lot sizes, proposed phases drawn to a scale of no less than 1 inch equaling 100 feet, and acreage of development
- ___ Dev ___ City 9. Boundaries of proposed Subdivision and adjoining property ownership information
- ___ Dev ___ City 10. Proposed transportation system and street layout
- ___ Dev ___ City 11. Proposed storm drainage outlet and detention method
- ___ Dev ___ City 12. Existing utilities adjoining proposed development site
- ___ Dev ___ City 13. Existing structures, noting those to retain and those to demolish
- ___ Dev ___ City 14. Natural features, drainage channels, and overlay zone requirements (if applicable)
- ___ Dev ___ City 15. Date, north point, and written/graphic scale

FILING

File Sketch Plan Subdivision applications with the Syracuse City Community Development Department, at 1979 West 1900 South, Syracuse, UT 84075, telephone 801-614-9626. Applicant should discuss the proposed Subdivision with Department staff prior to submission to review related General Plan and other land use issues that may be involved with the proposed development.

APPLICATION REQUIREMENTS

Application for subdivision must include: 1) Application form with sketch plan checklist, 2) plans or plats, and 3) application review fee.

DEADLINES

The Planning Commission considers tentative approval of subdivisions at its regularly scheduled meetings the first and third Tuesdays of each month, with only one meeting held the first Tuesday in December. Submission deadlines are 14 days prior to the meeting. Incomplete submissions or major modifications to the plat or plans during the review process may result in the Department Director moving the item for consideration to the following meeting.