



Site Plan Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

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Updated 3/15/17

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 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 and Paid:	Received by:	Receipt #	Application and Noticing Fees:		
			0-5 acres	\$ 575 + \$ 55/acre	CUP \$650 + \$55/acre
			5.01-10 acres	\$1,585 + \$ 173/acre	Res. \$750 + 1% bond
			10.01-15 acres	\$2,450 + \$144/acre	Multi.
			15.01-20 acres	\$3,170 + \$115/acre	
			>20 acres	\$3,745 + \$100/acre	
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____			Revised Plan	\$ 250 + \$ 50/acre or \$35 nonconforming use/lot review	
Land Use Authority Date:			Minor Site Plan Amendment	\$100	
City Council Decision Date:			\$ 20	per Public Notice Sign	____ Signs \$ _____
Building Official Review Date:			\$100	Noticing	\$ _____
Fire Official Review Date:			Total		\$ _____

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*

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
- Mailing list of adjacent property owners within 300 feet of the subject property (Obtained from Davis County)
- Application and noticing fee payment per the current Syracuse City Fee Schedule
- One 11"x17" plan, three 24"x36" plans, and .pdf electronic copy on CD

Plan Submission Package must include the following sheets:

- Cover sheet. On this sheet please include the following:
 - A title block identifying name, address, and phone number of applicant, owner, designer, engineer, and any other professionals who contributed to the production of the plans and drawings. Please also include the project name, site address, general vicinity map, and parcel # of the proposed project. The plans and drawings date of preparation and revision dates. Please include a phasing and sheet numbering diagram if applicable.
- Detailed boundary survey sheet, drawn to scale, showing the following information:
 - Existing streets, curb, gutter, sidewalk, property lines, easements, adjacent property owners, structures, fencing, trees, and shrubbery, parking, driveways, and hard surfaces.
- Site Plan drawn to scale showing the following information:
 - Proposed and existing structures, property lines, streets, parking stalls and paved areas, driveways, loading facilities, sidewalk, curb, gutter, refuse containers, signs, building lights, and pole lights.
 - Data table showing parcel size, building size, landscaping percentage, parking areas and percentages, and number of parking stalls required and provided.
 - Sheet must be stamped by a professional engineer, architect or landscape architect.
- Grading and Utilities Plan drawn to scale showing the following information:
 - Location and size of existing or proposed utilities such as storm water, fire hydrants, water, sewer, electrical, gas, etc.
 - Detailed grading plan including at least 2 foot contours.
 - Sheet must be stamped by a professional engineer or landscape architect.
- Landscape Plan drawn to scale showing the following information:
 - Proposed landscaping including identification of plant species and fencing, location of secondary water connection, signs, and exterior lighting. Please draw vegetation at mature size.
 - Sheet must be stamped by a professional landscape architect.
- Floor Plans and Elevations drawn to scale
 - Floor plans to specify finished square footage and location of interior walls, stairs, windows, and entrances.
 - Elevations must specify exterior finishes and color.
 - Elevations must be rendered and printed in color
 - Sheet must be stamped by a professional architect.
- Material Sample Board
 - Finish material glued to a sturdy board.

Site plan approval is dependent upon meeting all requirements found in Syracuse City ordinances including but not limited to:

- 10-4-090: Site Plan Review
- Title 10: Individual Zone requirements
- 10-28: Architectural Review Committee and Design Standards
- 10-6: General Land Use Regulations
- 10-8: Off Street Parking

***Site plan request will be scheduled with Planning Commission once all redlines have been corrected and updated plans have been submitted.**

Should you have any questions regarding the application materials, process, or laws and ordinances governing the site plan process, please feel free to contact the Community Development Department at 801-825-1477 ext 4. You may access the Syracuse City Municipal Code and Fee Schedule on the internet at www.syracuseut.com