

# HONEYVILLE, UTAH PLANNING DEPARTMENT

## APPLICATION

Subdivision \_\_\_\_\_ Conditional Use \_\_\_\_\_ Zoning Map/Ordinance Amendment \_\_\_\_\_ Board of Adjustment \_\_\_\_\_ Lot Line Adjustment \_\_\_\_\_ Other \_\_\_\_\_

Application No. _____		Filing Fee _____
Date Filed _____	Received By _____	Zoning _____
<i>To be completed by Planning Office Staff</i>		

1. Applicant \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Interest in Property (e.g., owner, lessee, or agent) \_\_\_\_\_
2. First Party (owner) \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Assessor's Parcel No. (s) \_\_\_\_\_, Acres \_\_\_\_\_
3. Second Party (owner) \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Assessor's Parcel No. (s) \_\_\_\_\_, Acres \_\_\_\_\_
4. Engineer/Land Surveyor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. Site Address/General Location of Property(ies) \_\_\_\_\_
6. Purpose/objective, Including the Amount of Land to be included in application \_\_\_\_\_  
 \_\_\_\_\_
7. Minimum Information Required to File Application (application will not be accepted without all of the following):

- Filing Fee (refer to ordinance for various fees) \$ \_\_\_\_\_
- Five (5) copies of Plat map or written details (which ever is applicable)
- One (1) copy 11" x 17" reduction of Plat Map (if applicable)
- Three (3) copies of Assessor's Parcel map, with subject property(ies) outlined in red

The Planning Commission normally meets on the third Thursday of each month. Applicants will be notified of changes in meetings and meeting times. The Planning Staff will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Planning Commission will not review any submittal that was made less than 10 business days (1<sup>st</sup> Thursday of each month) prior to the scheduled meeting. Submittals are placed on a tentative agenda until necessary staff review has been completed.

I affirm that I have read and understand this application and that all representations made and material submitted with this application are true and correct to the best of my knowledge. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 10-5-9: SUBDIVISION CONCEPT PLAN

1. Purpose: This section sets forth procedures for considering and approving a subdivision concept plan. The purpose of a concept plan is to allow an applicant to determine the feasibility of a particular subdivision proposal without incurring the expense of preparing a preliminary plat.
2. Authority: The planning commission is authorized to approve subdivision concept plans as provided in this section.
3. Initiation: A property owner, or the owner's agent, may request approval of a concept plan as provided in subsection D of this section.
4. Procedure: An application for concept plan approval shall be considered and processed as provided in this subsection.
  1. A complete application shall be submitted to the zoning administrator in a form established by the administrator along with any fee established by the city's schedule of fees.
  2. A concept plan application shall include at least the following information:
    1. The name, address and telephone number of the applicant and the applicant's agent, if any.
    2. The name of the proposed subdivision.
    3. The name and business address of the project designer and engineer.
    4. The dimensions, area and general location of the site.
    5. North point or arrow, pointing to the left or top of sheet.
    6. Locations of existing buildings.
    7. Locations and names of existing streets and general location of proposed streets.
    8. Public and private easements related to site.
    9. Approximate section corners or lines.
    10. Watercourses and impoundments.
    11. Location and description of existing vegetation.
    12. Stormwater disposal facilities; location and size of utility service (water, sewer, power, gas, telephone cable) lines; location and type of proposed sewage disposal facilities; type of water system proposed; location of all other proposed on site and off site improvements.
    13. Topographic contours at two foot (2') increments from existing data such as USGS quads and identifying areas greater than fifteen percent (15%).
    14. Soils and geologic map indicating soils types, their boundaries and any known geologic hazards such as fault zones, unstable soils, etc.
    15. Vicinity map.
    16. Name and address of property owners within three hundred feet (300') of proposed subdivision.
    17. Adjacent properties and names of owners.
    18. Existing zoning.
5. Approval Standards: The planning commission shall approve a concept plan if the commission finds:
  1. The design of the concept plan will conform to:
    1. Applicable policies of the Honeyville general plan and master street plan.

2. Development standards of the applicable zone.
3. Applicable regulations of general applicability and regulations for specific uses set forth in this title.
4. Any other applicable requirements of this code.
2. Public facilities are or will be readily available to serve the proposed development.
3. The planning commission may impose conditions as necessary to achieve compliance with applicable general plan and city code requirements.
6. Appeal Of Decision: Any person adversely affected by a final decision of the planning commission regarding a concept plan approval may appeal to the board of appeals in accordance with the provisions of section 10-5-21 of this chapter.
7. Effect Of Approval: Approval of a concept plan shall authorize an applicant to apply for preliminary plat approval.
8. Amendments: The procedure for amending a concept plan shall be the same as the original procedure set forth in this section.
9. Revocation: A concept plan may be revoked as provided in section 10-7-6 of this title.
10. Expiration: A concept plan approval shall expire and have no further force or effect if a complete application for a preliminary plat is not submitted to the zoning administrator within one year following approval.

*Adopted by Ord. 2007-02 on 7/11/2007*