

Process for P-District Developments

Step 1. General Development Plan (Concept Plan) & Rezone Application

A. Pre-Application

- Meet with staff and/or DRC to review conceptual design-obtain design standards and applicable ordinances

B. General Development Plan Submittal/P-District Rezone Application

- Signed application forms
- Application fees
- Conceptual Site Plan (3 full size copies 24" x 36"), showing the following:
 - Current Survey with Legal Description and Vicinity Map
 - All lot lines with dimensions Minimum scale 1"=30'
 - Location of all existing and proposed structures with dimensions and setbacks
 - Names of all adjacent property owners
 - Parking lot location showing dimensions
 - Fire protection including existing and/or proposed fire hydrants
 - Existing and proposed easements on the property
 - Location of existing and proposed curb, gutter, and sidewalk on the adjacent City street
 - Vehicular & Pedestrian circulation
 - Fence information, including the location, height and type
 - Sign information, including the location, height and size of all proposed signs
- Conceptual Landscape Plan:
 - Open space
 - Amenities
 - Landscaping
 - Recreation amenities/Parks
 - Trails
- Conceptual Building Plan, showing the following:
 - Elevation view from front, side, and rear
 - Height of building
 - Type of exterior construction, materials, and colors
 - Photo realistic elevations
- Rezone Submittal
 - Evidence of sufficient control and financial capability over land for proposed use
 - Legal Description of the property
 - Description of the change desired and the reasons therefore (including names of all owners of the subject property)
 - Market analysis for large scale developments
 - Vicinity Plan & Location Map, drawn to scale
 1. Zoning districts;
 2. Adjacent property owners names
 3. North arrow

4. Topographic contours

- Stamped, addressed envelopes (affected entities & property owners within 300')
- List of all "affected entities" and property owners within 300'

C. Staff Review

- Determination on complete applications
- Development Review Committee (DRC) Review
- Notice to developer of DRC comments, concerns, corrections needed
- Mailed notice to affected entities and property owners within 300 feet
- Developer action
 - 1. Submittal of requested corrections
 - 2. Written explanation addressing DRC comments and concerns
- DRC review & recommendation to Planning Commission

D. Public Hearing/Planning Commission Review

- Planning Commission may recommend approval, approval with conditions, or rejection of General Development Plan

E. City Council Review

- City Council may approve, approve with conditions, or reject General Development Plan

Step 2. Development Agreement & Preliminary Plan or Site Plan

A. Development Agreement Application

- Complete and signed application form
- Evidence of sufficient control and financial capability over land for proposed use
- Legal Description of the property
- Market analysis for large scale developments
- Preliminary Plan (Subdivisions) or Site Plan Application (see below)

B. Preliminary Plan Application (or Site Plan application below)

- Meet with staff and/or DRC to review preliminary design-obtain design standards and applicable ordinances, conditions of concept plan approval
- Sensitive Areas/Geologic Hazards (if applicable)
 - 1. Pre-Geologic Hazard Investigation
 - a. Schedule scoping meeting (developer, consultant, geotechnical consultant) to evaluate investigative approach/submitted work plan to include:
 - i. Locations of anticipated geologic hazards
 - ii. Proposed exploratory excavation locations (trenches, borings, CPT soundings, etc.)
 - b. Geologic Hazard Investigation Permit
 - i. Application form and fee
 - ii. Plans and specifications (see code section 10-12-8(B))

- c. City Engineer approve or deny permit
- 2. Geologic Hazards Investigation/Reports
 - a. Geologic consultant shall investigate the site and prepare Geologic Hazards Report in as specified in code section 10-12-10
- 3. City Review of Geologic Hazards Report(s)
 - a. City review paid by developer
 - b. City shall determine: (code section 10-12-11(D))
 - i. Suitable report prepared by qualified professionals
 - ii. If the proposed land use does not present an unreasonable risk
 - iii. Identified geologic hazards can be mitigated to reduced risk level
 - c. City may require additional or more studies based upon geotechnical report evaluation (code section 10-12-11(E))
 - d. City shall issue a written review of geologic hazards report
 - e. Developer may appeal written review within ten (10) days of issuance (code section 10-12-11(H))
- Application form and fee
- Preliminary title report
- Competent environmental impact report
- Will serve letters-utility companies (see code section 10-3-4(A)(2)(d))
- Estimated phasing/construction plan timeline
- Proposed protective covenants, articles of incorporation, association, or condominium
- Tabulations: parking, streets, parks, open space, impervious/pervious surfaces, floor area ratio, density, etc.
- Agreements with adjacent property owners, where applicable
- Documentation of compliance with state air emission and water discharge standards
- Traffic report, where required
- Plan Sets (see application form)
- Approved Geologic Hazards Report including:
 - 1. Mitigation plans for any geologic hazards, per recommendation of geotechnical report and city engineer or city geologic consultant
 - 2. Master Drainage Plan
 - 3. Master Landscape Plan
 - 4. Erosion Control and Revegetation Plan including Wet Weather Plan
 - 5. Proposed disclosure documents for geologic hazards

C. Site Plan Application (or Preliminary Plan application, see above)

- Vicinity Plan & Location Map, drawn to scale
 - Zoning districts;
 - Adjacent property owners names
 - North arrow
 - Topographic contours
- Site Plan (existing/proposed improvements)
 - Lot lines with dimensions. Minimum scale 1"=30'
 - Buildings with setback and separation distances

- Parking lot(s) with dimensions, curb, gutter, and sidewalk, parking stalls, lighting, driveway approaches and surface type of surface (NSL Code Ch. 6)
- Fire protection & hydrants
- Water and sewer lines, connections, meter box locations, lateral sizes, fire hydrants, etc.
- Utilities, on and off-site
- Easements
- Curb, gutter, and sidewalk, TBC profile, existing grade elevations for asphalt every 50 feet on street grade 1% or greater, every 25 feet street grade less than 1%, cross section for street widening.
- Off-site improvements including (i.e. acceleration and deceleration lanes, utility extensions, storm drainage facilities or other off-site systems)
- Note stating: "Contractor must meet all North Salt Lake City specifications and standards within the City right-of-way"
- Fencing height and type
- Sign location, height and size
- Grading and Drainage Plan
 - Topographic contour lines, existing and proposed, maximum two (2) feet intervals
 - Final floor elevation of all structures, flow lines of all pipes, locations of TBC, top of storm drain grates and at other requested locations
 - Hydrology calculations (ten (10) year storm), detention basin size, orifice plate size and flow rate (max. release rate 0.2 cfs/acre).
 - Table: impervious and pervious surfaces (sq. ft. & %).
 - Overflow spillway location & spot elevations
 - Location, shape, & elevation of water surface (detained ten-year storm level)
 - Roof drain locations and ties to storm drain system.
 - Storm Water Pollution Prevention Plan (SWPPP)-using current Utah DWQ Template available at www.deq.utah.gov
 - Demonstration of Low Impact Development (LID) Strategies
- Landscape Plan, prepared by licensed architect or landscape architect
 - Location, type, and size of all landscaping.
 - Table: square feet of all landscaping and percentage
 - Irrigation system, including main line connection and heads.
- Building Plan
 - Front, side, and rear elevations
 - Building dimensions, height, width, depth.
 - Type of exterior construction, including percentages of each material
 - Color rendition, accurately reflecting materials
- Miscellaneous
 - Erosion control plan
 - Retaining wall details
 - Residential density calculations
 - Fencing & screening
 - Davis County Flood Control approval (connection to Davis County storm drain system)
 - Agreements with railroad companies, petroleum carrier companies, adjacent land owners, etc.

D. Staff

- Determination on complete application

- Development Review Committee (DRC) Review
- Draft Development Agreement
- DRC review & recommendation to Planning Commission

E. Staff Review

- Determination on complete application
- Development Review Committee (DRC) Review
- Notice to developer
 1. DRC comments, concerns, corrections needed
- Developer action
 1. Submittal of requested corrections
 2. Written explanation addressing DRC comments and concerns
- DRC re-review & recommendation to Planning Commission

F. Planning Commission Review

- Planning Commission may recommend approval, approval with conditions, or rejection of Rezone/Development Agreement
- Planning Commission may recommend approval, approval with conditions, or rejection of Preliminary Plan or Site Plan

G. City Council Review

- City Council may approve, approve with conditions, or reject Rezone & Development Agreement
- City Council may approve, approve with conditions, or reject Preliminary Plan or Site Plan

H. Development Agreement Signed and Recorded

- Development Agreement Signed by Mayor & Property Owner
- Storm Water Management Agreement
- Site Plan Improvement Agreement (if applicable)
- Surety Bond/Escrow Agreement (if applicable)
- Development Agreement recorded by City Recorder

Step 3. Final Plat (Subdivisions only)

A. Pre-Application

- Meet with staff and/or DRC to review technical or engineering issues or conditions identified at preliminary plan and applicable ordinances.

B. Final Plat Submission

- Application form and fee
- Title insurance for any land to be dedicated to city
- Trust agreement for perpetual care funds required as condition of approval
- Final Plan Set

1. Final Plat (see code section 10-3-5(B))
2. Final Construction Plans (see code section 10-3-5(C))

C. Staff Review

- Determination on complete application
- Development Review Committee (DRC) Review
- Notice to developer
 1. DRC comments, concerns, corrections needed
- Developer action
 1. Submittal of requested corrections
 2. Written explanation addressing DRC comments and concerns
- DRC review & recommendation to Planning Commission

D. Planning Commission Review

- Planning Commission may recommend approval, approval with conditions, or rejection of Final Plan (see code section 10-3-5(D)(4))

E. City Council Review

- City Council may approve, approve with conditions, or reject Final Plan

Step 4. Recording (subdivisions only)

A. Mylar Submittal

- Final Title Report (no older than 30 days)
- Mylar Printed and Signed by Surveyor & Owners
- Mylar signed by mayor and city officials
- Impact Fees
- Recording fees
- Storm Water Management Agreement
- Subdivision Improvement Agreement
- Surety Bond/Escrow Agreement

Step 5. Building Permit(s)

- Application for Building Permits/Grading Permits
- Submittal of NOI to State for SWPPP
- Pre Construction Meeting
- Issuance of permits