



CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

SUBDIVISION CONCEPT PLAN
APPLICATION

For Office Use Only

Application #: _____ Fee: \$500.00

Date Received: _____ Paid: _____

Pre-Application Date: _____ Parcel ID: _____

Project Planner: _____ Zone: _____

Linked Files: _____

Proposed Use: _____

Planning Commission Date: _____ Approved: _____ Denied: _____

City Council Date: _____ Approved: _____ Denied: _____

Project Name: _____

Address: _____

Applicant Company: _____

Applicant Contact: _____ **Signature:** _____

Mailing Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Owner Name: _____ **Signature:** _____

(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)

Telephone #: _____ Fax #: _____

E-mail Address: _____

*If you have any questions about this application, please contact the
Community Development Department at (801) 335-8700.*

(Revised 04.09.2019)

ADDITIONAL INFORMATION

(attach addition sheets if needed)

1. Please explain the project:

2. Identify any impacts and/or conflicts with adjacent land uses, along with proposed mitigation of all adverse aspects of the plan:

3. Please provide any additional pertinent information:

Notice to All Applicants

Application Deadline: Minimum 3 weeks prior to desired Planning Commission Meeting

Meeting this deadline does not guarantee placement on the Planning Commission agenda, which will be determined by completeness of application, conformance to required standards, and staff work load. Every effort will be made to process applications in a timely manner.

Initial Plan Sets Submittal: (civil, landscaping, architecture)

Three (3) 24" x 36" & Two (2) 11" x 17"

Pdf copy emailed

Corrected Plan Sets Submittal: (corrections deadline Monday one week prior to meeting date)

Two (2) 24" x 36" & Two (2) 11" x 17"

PDF copy emailed.

APPLICATION REQUIREMENTS

- Completed and signed application form
- Non-refundable Concept Plan review fee
- Stamped, addressed envelopes (*return address blank and include list*)
 - All affected entities
 - Property owners within 300 feet of boundary
- Environmental Impact Report (May request waiver from Planning Commission)
- Market analysis for large scale developments
- Geologic hazard report (NSL Code Chapter 12)
- Documentation of water rights and secondary water shares

PLAN SET REQUIREMENTS

- Vicinity Plan & Location Map including the following drawn to scale:
 - Zoning districts;
 - Adjacent property owners names
 - North arrow
 - Topographic contours
- Sketch/Site Plan shall include:
 - Owner/developer, address, and telephone
 - Project designer, address, and telephone
 - Table: Site dimensions, total acreage, proposed density
 - North arrow and scale (Minimum 1"=30")
 - Proposed lot layout and size
 - Culinary and irrigation water systems, existing and proposed
 - Floodplain location
 - Buildings, existing and proposed
 - Streets, existing and proposed
 - Public and private easements
 - Master planned trails and parks
 - Existing survey monuments
 - Watercourses and impoundments
 - Vegetation, existing and proposed
 - Parking, existing and proposed
 - Utility services & sizes
 - Sewer connection, existing and proposed
 - Proposed on site uses
 - Off-site improvements