



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

<i>For Office Use Only</i>	
Application #: _____	Fee: <u>  \$500.00  </u>
Date Received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Proposed Use: _____	
Linked Files: _____	Concept Plan Required: _____ Yes _____ No
Date of Administrative Land Use Authority Action - Approved: _____ Denied: _____	
Findings: _____	

**Project Name:** \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant Company:** \_\_\_\_\_

Applicant Contact: \_\_\_\_\_ **Signature:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
*(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)*

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*If you have any questions about this application, please contact the  
Community Development Department at (801) 335-8721.*

*(Revised 08.12.2025)*

# ADDITIONAL INFORMATION

*(attach additional sheets if needed)*

1. A general explanation of the project size, scope, and land uses:

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

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3. Identification of any known or potential geologic hazards on the property or within the development area in general:

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## **ADDITIONAL INFORMATION**

*(attach additional sheets if needed)*

4. A statement regarding the proposed development, its conformance to the existing zoning and General Plan or other adopted plans or policies, and identifying any opportunity for the provision of housing, which meet the goals and objectives of the City's Moderate Income Housing Plan:

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5. Please provide any additional pertinent information:

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## Review Process

A conceptual plan review is not required for subdivisions for one- or two-family dwelling and townhome developments, but it is highly encouraged. Conceptual plan review is required for commercial, industrial, multi-family subdivisions and any subdivision of land which is subject to geologic hazard review. Conceptual plan review provides the developer with an opportunity to consult with and receive assistance from the city staff regarding the regulations and design requirements applicable to the subdivision of property and facilitates resolution of problems and revisions before the preparation of a preliminary plan.

The applicant shall apply to the Community Development Department for conceptual plan review and at the same time pay an application fee as provided in the City's Comprehensive Fee Schedule. Upon receipt of a complete conceptual plan application, the Community Development Director, or designee shall notify and distribute copies of the conceptual plan application to the development review staff and other affected entities or agencies, as applicable.

Conceptual Plans that contain parks, trails, public art or recreational amenities shall be distributed to the associated advisory boards. The board shall provide input to the Planning Commission prior to preliminary plan review regarding the design, function, and relationship to existing facilities and the parks master plan or other policy documents, as adopted.

The Conceptual Plan shall be reviewed for compliance with the City General Plan, Land Use Ordinance, Subdivision Ordinance, and other appropriate regulations. The Community Development Director, or designee, shall coordinate review with the appropriate development review staff and affected entities, as appropriate for the size, scope, and location of the proposed subdivision. The Community Development Director, or designee, shall make findings regarding the submitted conceptual plan, specifying any inadequacy in the information submitted, noncompliance with City regulations, questionable or undesirable design and/or engineering, and the need for any additional information which may assist the developer in preparation of a preliminary plan application.

Once conceptual plan review has been completed, the developer may apply for preliminary plan approval consistent with the conceptual plan. If preliminary plan approval for any portion of an approved conceptual plan has not been obtained within twelve (12) months of the date on which conceptual plan review was completed, a resubmittal of the conceptual plan shall be required.

## **APPLICATION REQUIREMENTS**

- Completed and signed application form
- Non-refundable Concept Plan review fee
- An electronic copy of the conceptual plan which is reproducible at a printed size of twenty four inches by thirty six inches (24" x 36")
- Conceptual plan set, requirements listed below

## **PLAN SET REQUIREMENTS**

- Cover Sheet which includes the following:
  - The proposed project name, approximate address of the project, and the relevant parcels within the project;
  - Drawing index
  - Developer name, address, and phone number
  - Property owner name, address, and phone number, if different from the developer
  - General notes regarding the project
  - Boundaries of zoning districts, taxing and other special districts; and
  - The name, address, and phone number of the engineer or surveyor who prepared the conceptual plan set
  - Vicinity plan: An aerial map at a scale of one inch equals one hundred feet (1" = 100') or other competent base map showing the area within six hundred feet (600') of the project boundaries giving context to the proposed development
- Existing Conditions or Demolition Plan (the following shall be drawn to scale)
  - Existing topographic contours at no greater interval than two feet (2')
  - A slope analysis shading all areas with existing slopes of thirty to fifty percent (30-50%) and all areas with existing slopes greater than fifty percent (50%)
  - Existing buildings, utilities, and improvements
  - Location of existing culinary and irrigation water systems and points of proposed connection and extension
  - Location and size of existing utility services and proposed connection and extension (sewer, power, gas, telephone cable)
  - Watercourses, impoundments, streams, springs, wells, floodplains, and areas subject to continuous or occasional flooding, including those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA
  - Significant vegetative patterns
  - Geologic hazards, formations and soils type
  - Public and private easements related to site, including trails and parks as identified within the adopted General Plan or other adopted plans or policy documents
  - Existing survey monuments

- Conceptual Site Plan. The following elements shall be included on the conceptual site plan which shall be drawn to a scale of a minimum one inch equals thirty feet (1"=30')
  - North arrow and scale
  - Names of all abutting property owners
  - The dimensions of the site and total acreage, with proposed density
  - A proposed lot layout showing approximate size of each lot
  - Location of existing and proposed streets, trails, and sidewalks
  - Proposed buildings, or building envelopes, as applicable
  - Proposed public facilities and open spaces
  - Location of proposed parking
  - Preliminary location of all proposed on site uses and desired improvements, including any off-site improvements if considered essential to the project; and
  - Any additional information which will convey information that is necessary to determine feasibility and identify problems that need to be addressed on the preliminary design plan, including topography and grading for slopes which may exceed 30%