



Santa Clara City
 2603 Santa Clara Drive
 Santa Clara City, Utah 84765
 Office: 435-656-4690 / Fax 435-879-5298
 www.santaclarautah.gov

COMMERCIAL ZONE APPLICATION AND SITE PLAN CHECKLIST

Filing Fee: Refer to City's Development Fee Schedule
 Note: Submittal of incomplete application could delay processing.

Applicant(s) /Property Owner(s) Information

Name of Applicant(s) / Contact Person(s):

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Contact Number: _____	Contact Number: _____

Attach additional sheet if more than two applicants.

Name of Property Owner(s):

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Contact Number: _____	Contact Number: _____

Attach additional sheet if more than two property owners.

Property Description

Address/Location of Property (Attach legal description): _____

Major Street(s): _____

Section(s): _____ Township(s): _____ Range: _____

Parcel Size (acres): _____

Present Land Use: _____

Application Submittal Requirements

- 1) Submit one (1) original copy of a completed application for staff/Technical Review Committee review. An additional eleven (11) copies will need to be submitted, which have incorporated staff recommended changes, for Planning Commission review.
- 2) Legal Meets & Bounds Description of Property: Exact legal description prepared and stamped by licensed surveyor and a survey map or property ownership plat. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested.
- 3) Additional sheets, if necessary, with multiple owners and/or applicants information.
- 4) Fees: Refer to attached *Development Fee Schedule for Santa Clara City*. Fees are subject to change from time-to-time as approved by the Santa Clara City Council. Fees paid at submittal.
- 5) Development Agreement useless not required by staff.

SITE PLAN CHECKLIST

Project Name: _____

Project Address: _____

YES	NO	N/A
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I. SKETCH PLAN/CONCEPT PLAN

Y	N	N/A	A. Sketch/Concept an review by staff and/or Planning Commission, although not required, is highly encouraged.
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II. SITE PLAN GENERAL REQUIREMENTS (17.66.040)

Y	N	N/A	A. Submittal of: 1) Site plan (eleven (11) 11” x 17” and two “Plat Size” (24” x 36”) copies). Must be a clear and legible graphic representation of the plan, existing conditions, and proposed improvements as outlined in the completeness review below
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Y	N	N/A	B. SITE PLAN REVIEW REQUIREMENTS (Chapter 17.66): The site plan shall be drawn to a reasonable scale by an engineer, land surveyor, architect, or a landscape architect, or a combination thereof.
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1. Site Plan Approval (17.66.040 (E))

a. Site plan shall be drawn to a reasonable scale to show the following(17.66.040 (E) (1)):

- | | | | |
|---|---|-----|---|
| Y | N | N/A | 1. Building locations |
| Y | N | N/A | 2. Yard setbacks |
| Y | N | N/A | 3. Ingress & egress drives |
| Y | N | N/A | 4. Parking areas |
| Y | N | N/A | 5. Landscaped areas |
| Y | N | N/A | 6. Such other improvements as may be required relating to specific use proposed |

b. The site plan, or an additional plan drawn to the same scale shall show the following utility locations (17.66.040 (E) (2)):

- | | | | |
|---|---|-----|---|
| Y | N | N/A | 1. Water |
| Y | N | N/A | 2. Power |
| Y | N | N/A | 3. Telephone |
| Y | N | N/A | 4. Cable TV |
| Y | N | N/A | 5. Sewer |
| Y | N | N/A | 6. Fire Hydrants |
| Y | N | N/A | 7. Street Improvements |
| Y | N | N/A | 8. Such other improvements as may be required |

Classification	Additional Items Required to be Submitted
Open Space Zone (OS)	
Residential Agriculture Zone (RA)	
Single-Family Residential Zone (R-1)	
Commercial Zone	Site Plan if seeking approval at the same time the zoning map amendment is considered. The Site Plan must comply with the requirements outlined in Chapter 17.66 of the Santa Clara Municipal Code.
Planned Development Districts (PD)	Project Plan--See Chapter 17.68 of the Santa Clara Municipal Code for specific requirements. PD Project Checklist--provided by staff. Phase Plan if seeking phase plan approval at same time as the Project Plan approval--See Chapter 17.68 of the Santa Clara Municipal Code as well as the City's subdivision requirements found in Title 16 of the Santa Clara Municipal Code for specific requirements.
Historic District/Mixed Use Zone	Site Plan--See Chapter 17.74 of the Santa Clara Municipal code for specific requirements.
Historic District Overlay Zone	

Application Submittal Deadlines**

Classification	Submittal Deadline Requirements
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. Requires review by Heritage & Parks Commission.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews complete, and requested changes made to the application materials are complete.

For comprehensive information on land use amendments and/or the planned development requirements/process, refer to appropriate City Codes and Statutes.

Office Use Only:

Date plan submitted: _____ Date plan accepted: _____



SANTA CLARA CITY SUBMITTAL DEADLINES

Development Submittal Deadlines

Effective as of November 15, 2006

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are

complete, and final changes made to the application materials are complete.

****Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are strongly encouraged but not required; additionally, applicants/property owners are strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

Misc. Planning & Zoning Approvals	
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
PD Master Plan Amendment	Same as Planned Development approval
Conditional Use Permits and Home Occupations	Week & a half (1 1/2) weeks prior to the Technical Review Committee Meeting

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:00 a.m.

Planning & Zoning Meetings – 2nd and 4th Thursday of each month at 5:30 p.m.

City Council Meetings—2nd & 4th Wednesday of each month at 5:00 p.m.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.