

# Site Plan Application Packet



**Planning and Development Services Department**

48 West Young Street, PO Box 886  
Morgan County, Utah 84050  
(801) 845-4015  
Fax (801) 845-6087



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **Site Plan** approval. This packet includes necessary background information that you will need to prepare and file a complete submittal, and which will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Site Plan Application Form
- Affidavit Form
- Site Plan Application Checklist
- Site Plan Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Site Plan Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Site Plan Application Checklist (**incomplete applications will not be accepted**)
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing subdivision petitions, please feel free to contact the Planning and Development Services Department at the address and phone number below. Pre-application meetings with staff are strongly encouraged. The Morgan County Code can be accessed via [www.morgancountyutah.gov](http://www.morgancountyutah.gov). Thank you for your interest in Morgan County, and we look forward to working with you very soon. Please note that staff is available to hold a pre-application meeting prior to submittal of a full application to review preliminary drawings and discuss applicable code sections.

Sincerely,

Morgan County Planning &  
Development Services Department

48 West Young Street · PO Box 886 · Morgan, Utah 84050 · 801-845-4015 · [www.morgancountyutah.gov](http://www.morgancountyutah.gov)

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*Notice:* The applicant must submit a plat map from the County Recorder’s office that accurately delineates the property being considered and a detailed site plan showing uses, buildings, structures, accesses, watercourses, fences, etc. to be reviewed by the County in accordance with the terms of the Morgan County Code § 155.045. The submittal of this application marks the beginning of the Pre-Review phase for a Subdivision Application. Pre-Review determines if an application submittal is complete. An application will not be considered complete without all submittal items listed on the checklist, along with any required fees not paid. In addition, please submit any other supplementary applications required in the checklist for this application. Reviews are typically completed in 3-4 weeks, but many factors can contribute to a longer review period. The timeline for those reviews will start when the submittal is complete. It is the responsibility of the applicant to ensure that fees are paid and documents are submitted completely for all necessary applications.

Once a set of site plans are submitted and verified by staff, the plans are subject to compliance reviews by the various county departments and contracted staff, and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the County Code and all other applicable laws. All submitted site plans shall be reviewed in accordance with Title XV of the Morgan County Code. Submission of site plans in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all site plans be submitted well in advance of any anticipated deadlines.

*\*The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time to process or may be impossible to complete. If you are an “at-risk government employee” as defined in Utah Code Ann. § 63-2-302.5, please inform the County employee accepting this information. Morgan County does not currently share your private, controlled or protected information with any other person or government entity.*

## Site Plan Application Fees

*As Shown In The Morgan County Fee Schedule*

**Number of Lots:** \_\_\_\_\_

_____ Site Plan .....	\$250 + \$5/1,000 sq ft. bldg
_____ Engineering review fees.....	\$Actual Cost
_____ Surveyor Review Fees.....	\$Actual Cost
_____ Outside Consultants or Outsourced Staff Fee.....	\$Actual Cost
_____ <b>Noticing Fee.....</b>	<b>\$60.00</b>

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH                    }  
  }ss  
COUNTY OF MORGAN            }

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Morgan County Planning and Development Services Staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Morgan County, Utah

My commission expires: \_\_\_\_\_

AGENT AUTHORIZATION

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Morgan County, Utah

My commission expires: \_\_\_\_\_

# Site Plan Checklist

*Plans shall be prepared by a qualified professional. A pre-review will be conducted to verify that all required items have been submitted. Full review will commence only after a complete application is received; incomplete applications will not be reviewed. All required materials must be included.*

## Location and Physical Information

Yes/No

- \_\_\_\_\_ Is the subdivision exempt from the Wildland Urban Interface requirements? (Reference map on website)
- \_\_\_\_\_ Is the subdivision (or portion thereof) in a Sensitive Area or Geologic Hazards area?
- Areas zoned A, AE, AH, and AO on FEMA Flood Insurance Rate Maps
  - Areas with specific geologic units (see MCC § 155.223, and local geologic units map)
  - Wetlands as defined by US Army Corps of Engineers
  - Drainage channels subject to flash flooding
  - Alluvial fans subject to debris flow

## Site Plan Submission Requirements

Check

- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Noticing Fee
- \_\_\_\_\_ Completed Notarized Application Form
- \_\_\_\_\_ Preliminary Title Report.
- \_\_\_\_\_ Utility Will Serve Letters
- \_\_\_\_\_ Statement of estimated start and completion date for each phase of development, including proposed grading work and any landscape work.
- \_\_\_\_\_ Copy of proposed protective covenants, articles of incorporation, association or condominium bylaws, or development agreements.
- \_\_\_\_\_ Tabulations showing square footage and percent of total area proposed in: a) off street parking, b) streets, c) developed parks, d) natural open spaces or undeveloped parks, e) landscaping.
- \_\_\_\_\_ Tabulations showing the square footage and percent of area covered by buildings, existing and proposed.
- \_\_\_\_\_ Tabulations showing square footage and total floor space by type of use, i.e, residential, commercial, industrial, etc.
- \_\_\_\_\_ Estimated construction cost and proposed method of financing of the streets and related facilities; water distribution system; sewage collection system; storm drainage facilities; and such other elements as may be necessary and considered to be required improvements for the project.
- \_\_\_\_\_ Appropriate supporting documents showing compliance with state air emissions and water discharge standards, including storm drainage system.
- \_\_\_\_\_ Mailing address list from the Planning office of all property owners within 1000 feet of the proposed subdivision boundary.
- \_\_\_\_\_ Stamped #10 size envelopes for property owners within one thousand (1000) feet. Return address left blank.
- \_\_\_\_\_ One set of full-size plans (24" x 36"); two sets of small plans (11" x 17"); and electronic copies of all plat drawing in PDF format.

Site Plan shall contain the following minimum information:

- **Data geotechnical report, which also includes any information required by the geologic hazard or sensitive area ordinances, from a professional engineer and/or geologist, as necessary.**
  - **Fire hazard assessment and fire protection plan, as required by the wildland urban interface code.**
  - **Site plan drawings showing location of all onsite and off-site construction.**
  - **A map showing the existing contours at two foot (2') intervals for predominant ground slopes within the project up to five percent (5%) grade and five foot (5') contours for the predominant ground slopes within the project over five percent (5%) grade. Elevations shall be based on mean sea level data. In cases of predominantly level topography through a project, one foot (1') interval contours may be required.**
  - **Location and size of all existing and proposed easements and rights of way, including solar, utility lines, water and sewage lines, storm drains and facilities, watercourses, irrigation systems, land drains, etc.**
  - **Dimensioned parking layout showing location of individual parking stalls, driveways and other areas of ingress and egress.**
  - **Grading plan.**
  - **Landscaping plan. Generalized landscaping plans for the site and, if appropriate, information relating to the landscaping on adjacent or surrounding areas affected by the proposed development. Such landscaping plans shall be prepared to scale by a landscape architect, licensed in the state of Utah, showing:**
    - a. The location of all trees, shrubs, plants, and ground cover, including the common and Latin names, caliper size, gallon size, or height specifications, as appropriate;
    - b. Special effects and decorative materials;
    - c. The locations and type of automatic irrigation systems (sprinkler, bubbler, etc.); and
    - d. Recreation equipment.
- Snow storage plan. A plan showing the location, dimensions, and total area of all snow storage areas on the site and, if applicable, offsite removal locations. The plan shall include:**
- a. Dimensions of each snow storage area and calculation of total square footage relative to uncovered parking and driveway areas;
  - b. Location of snow storage areas in relation to parking, driveways, streets, sidewalks, and any retention/detention basins;

- c. Landscaping within snow storage areas, including plant species, salt and snow tolerance, and any required additional open space;
  - d. Drainage design for snow storage areas, including flow direction and connection to onsite retention/detention basins;
  - e. Offsite snow removal plan (if applicable), including narrative explaining why onsite storage is impractical, identification of offsite location(s) and property owner authorization, snow removal schedule, equipment and transport methods, and contingency plan for excessive snow or equipment failure.
- **Storm drainage system design shall:**
    - a. Consider the drainage system as a whole and shall include:
      - (1) *Runoff from the entire development site.*
      - (2) *Where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and upstream from the development site.*
      - (3) *The effects of the stormwaters on lands downstream.*
      - (4) *Limit peak runoff discharge from any new development site area to 0.2 cubic feet per second per acre. Detention ponds with discharge control structures shall be used to store stormwater runoff in excess of the peak permissible discharge.*
      - (5) *If no drainage facilities are available for receiving runoff from the development site, stormwater runoff shall be retained and disposed on site.*
    - b. Include all facilities necessary to accommodate that quantity of water attributable to a storm having a minimum ten (10) year frequency.
      - (1) *Gutter capacities will be limited to that flow which will not create a hazard, damage or flood adjacent properties and which can be safely intercepted at the inlets.*
      - (2) *Stormwater inlets and catch basins shall be provided within the roadway improvements at points approved by the county engineer.*
      - (3) *No ditch or canal shall be approved as suitable for the disposal of storm drainage water without the written permission of the appropriate ditch or canal company, or of the water users of said ditch or canal. No ditch or canal shall be used for stormwater disposal unless adequately improved to handle such water as might be reasonably expected to flow in the canal or ditch as irrigation water, the project runoff water, and any other water expected to reach such canal or ditch. No ditch, canal or other waterway shall be permitted within property dedicated or to be dedicated for public use, except as specifically approved by the land use authority. The developer shall remove such waterways from property to be dedicated before submission of the final plat.*
      - (4) *Complete design calculations shall be submitted with the plans for the storm drainage system.*
  - **Engineering plans:**
    - a. Typical Street Cross Sections: This may be shown by reference to the street cross sections adopted by the county.
  - b. Profiles Of All Streets, Water, Sewer And Drainage Lines: These profiles should be shown on separate sheets but to a scale no smaller than one inch equals twenty feet (1" = 20') vertical and one inch equals forty feet (1" = 40') horizontal.
  - c. Detailed Engineering: Plans showing lot lines, site grading, street improvements, drainage and public utility locations.
  - d. Drainage Plan And Drainage Calculations: Details of any proposed drainage structures, cribbing, terraces and/or surface protection, not including vegetation cover, required as a result of grading or excavation and required for the support of adjoining property.
  - e. Minimum Construction And Improvement Standards: Engineering plans shall be designed and drawn to minimum industry or higher standards, but in all cases shall meet county adopted construction standards.
  - f. Legal Descriptions And Labels: Legal descriptions and labels of major parcels, and parcels to be dedicated to the public.
- **On curved boundaries and all curves in the plan, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves:**
    - a. Radius of curve.
    - b. Central angle.
    - c. Tangent.
    - d. Arc length.
    - e. Chord (bearing and length).
  - **Parcels not included in the original phase of development shall be marked "not included in this phase", and a phasing plan shall be submitted to the zoning administrator for review and presentation to the land use authority. The boundaries of all phases shall be completely indicated by bearings and distances.**
  - **All streets, walkways and alleys shall be designated as such and streets shall be numbered; bearings and dimensions must be given.**
  - **All easements shall be designated as such and bearings and dimensions given.**
  - **All lands within the boundaries of the plan shall be accounted for either as lots, walkways, streets, alleys, common areas, building areas, parking areas, drainage facilities, landscape areas, and permanent open space, future phases, etc.**
  - **All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.**
  - **Parcels not contiguous may be included in one plan if they will be developed concurrently, and, contiguous parcels owned by different parties may be included in one plan, provided that all owners authorize the application.**

**Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds.**

- **The information on the plan shall include description of project boundaries, public streets and easements (utility, drainage, access, etc.), as well as other design elements and the following:**
  - a. Name of development, astronomic north arrow and basis thereof, date, and names of developer and engineer.
  - b. Name and address of owner or owners of record.
  - c. Total acreage of development project; total number of lots and acreage of each.
  - d. Township, range, section (and quarter section, if portion).
  - e. Graphic scale.
  - f. Any additional information required by county ordinance, or by state law.
- **The dimensions and format of the plan shall conform to county requirements.**
- **A copy of all required plan submittals in digital PDF format shall be submitted. Architectural plans or renderings not created in AutoCAD shall be submitted electronically in PDF format.**

# Site Plan General Review Process

