



Site Plan Review Application

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah
(801) 629-8930

Please print legibly and complete all areas

Project Name:

Proposed Land Use

Project Address:

Parcel #(s):

Project Contact:

Phone:

Address:

City:

State:

Zip:

E-mail address:

Property Owner's Name:

Address:

City:

State:

Zip:

Architect/Engineer Name:

Phone:

Email address:

Submittal Checklist

Electronic (*preferred*) or paper submittal requirements

Please provide ONE of each of the following drawings:

- Site Plan (showing items 1-24 on back of page)
- Landscape Plan
- Copy of current County Plat (available at 2380 Washington Blvd or online at <http://www3.co.weber.ut.us/psearch/>)
- Storm Water Pollution Prevention Plan (SWPPP) and NOI, if applicable
- Grading and Drainage Plans, if not shown on Site Plan
- Storm Water Calculations
- Utilities Plan, if not depicted on Site Plan
- Exterior Lighting Plan, if not depicted on Site Plan
- Building Elevation drawings depicting architectural theme, building features and materials, and colors are required
- Detailed description of all proposed uses for building/site

The detailed description shall include at a minimum the property use(s) by area in square feet, the number of proposed units, parking location and number of stalls, and building materials where applicable.

ELECTRONIC Plan Requirements

- All digital documents shall be submitted by email or on a DVD or USB thumb drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- **One** PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00- Cover Sheet CI-11- Index Sheet)

PAPER Plans shall be scannable. Partial submittals will not be accepted for review.

Proposed work is: Check all that apply New Construction New Addition New Remodel Site expansion New Use

FEES: \$250 for new development, major addition or Planning Commission Review **\$100** Minor additions or remodels of a duplex or single-family dwelling
\$800 Mixed-use zone

Each resubmittal past the second review due to inaccurate drawings ~ **Commercial \$175 Residential \$150 TOTAL Fees due:**

Landscaping/Improvement Escrows: Prior to a Building Permit being issued, the developer is required to establish a Financial Guarantee Contract with Ogden City for required landscaping and site improvements. The Financial Guarantee Contract is drafted by Ogden City and options are:

- ▶ Cash Escrow
- ▶ Irrevocable Letter of Credit Escrow
- ▶ Third Party Bank Escrow

Signage: Before installing a sign, you need to check with the Planning Department and Building Services for regulations. A separate permit is required for signage. A painted wall sign requires a Conditional Use Permit (see Planning Department for additional information.)

Construction Plan Review: Building plans may be submitted to Building Services for a Construction Plan Review (CPR) only by approval of the site plan Project Coordinator:

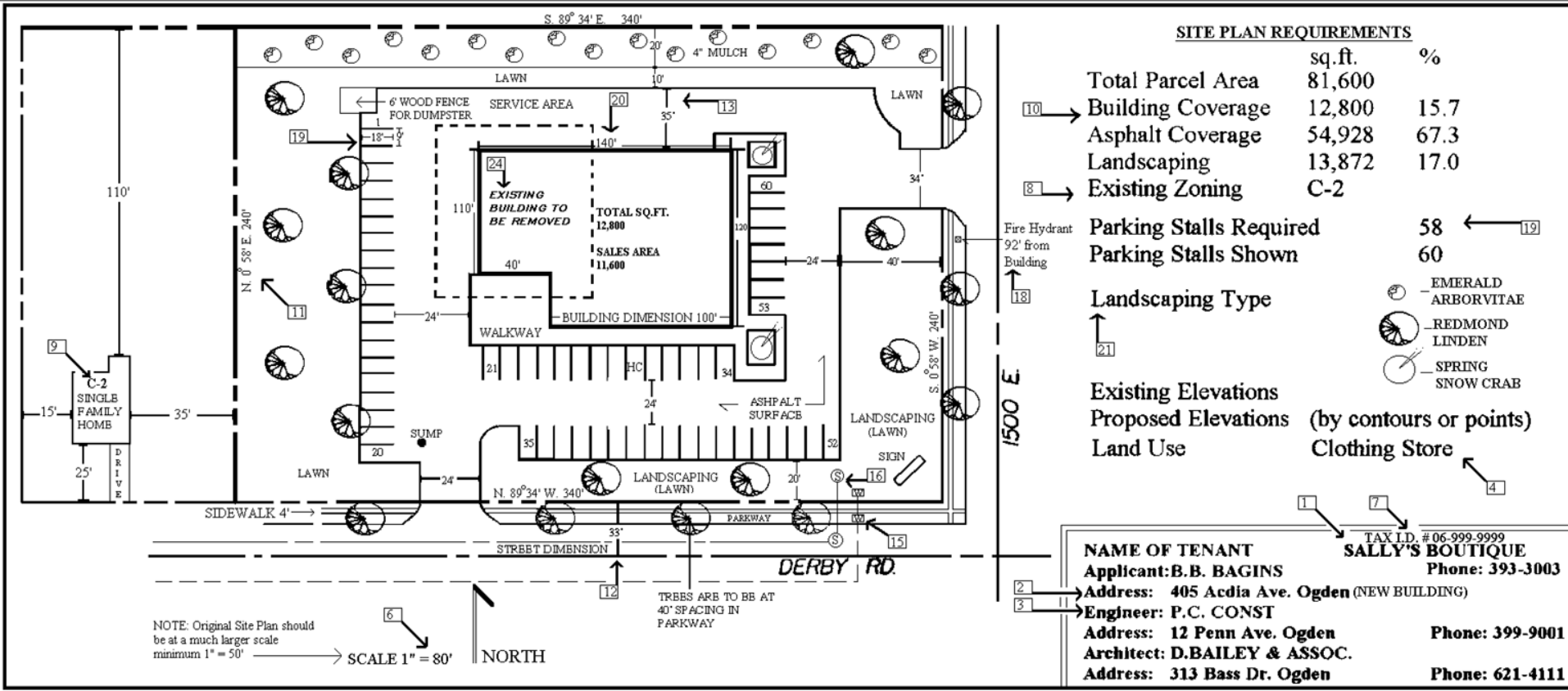
I have read the application and hereby certify that the information is correct. I understand that the Site Plan Review is valid for **eighteen months** from the date of the complete submittal.

Signature

date

CHECK LIST FOR SITE PLAN REVIEW (1-24)

- | | | |
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| <ul style="list-style-type: none"> 1 Name of the proposed development. 2 Name & address of owner of property. 3 Name and address of the preparer of the site plan. 4 A statement describing the intended use of the development. 5 A vicinity map oriented in the same direction as site plan. 6 A north arrow & scale (not less than 1:50). 7 The tax ID number of the development site. 8 The land use & zoning of the development site. 9 Adjacent land use & zoning. 10 Identify the percentage of property covered by buildings and hard surface. | <ul style="list-style-type: none"> 11 A valid & accurate legal description of the property. Property lines shall be shown with bearings & dimensions. 12 Adjacent streets shall be shown and identified, along with distance from centerline to property. 13 Building setbacks and distances. 14 Easements on property & on abutting property that could be affected by the development shall be shown including plat book & page. 15 Off-site water service shall be shown, along with proposed service lateral & meter location. 16 Off-site sewer service shall be shown, along with proposed service lateral & cleanout locations. | <ul style="list-style-type: none"> 17 Grease trap locations, sizes & construction information. 18 Fire hydrant location & distance from hydrant to bldg. 19 Parking Info.: a.) parking calculations indicating the # of required regular & H.C. spaces. b.) dimensions of parking angles. c.) vehicle stacking for drive-through uses. 20 The geometric layout & dimensions of proposed buildings, driveways, parking areas, loading areas, signs, structures & other physical features of the development. 21 A landscape plan is required. 22 A grading & drainage plan is required. 23 Elevation drawings depicting architectural theme, building features, materials & colors is required. 24 Existing structures which will be removed from the site. |
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SAMPLE SITE PLAN