

**SITE PLAN
APPLICATION CHECKLIST**



***Incomplete applications will not be accepted or held.
All required items shall be submitted.***

Notice: All submitted site plan applications shall be reviewed in accordance with §9-5-090 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is strongly advised that all checklist items be submitted and fees be paid well in advance of any anticipated deadlines.

Staff Review	Applicant Review	ITEM	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Fees	_____ 0-5 Acres- \$2,000.00 _____ 5.1-10 Acres- \$4,000.00 _____ >10 Acres- \$6,000.00 plus \$200.00/acre _____ Minor Site Plan Amendment Fee- 10% of normal fee.
<input type="checkbox"/>	<input type="checkbox"/>	Noticing Fee	Includes fee for signs, paper, envelopes, and postage. The noticing fee will be determined at time of submittal. Actual Costs Apply.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Title Report	
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report and Geological Hazards Study	Geological Hazards Application to be submitted to the Building Department at Building@draperutah.gov . Provide application number: _____ You will not be eligible for public meeting until the report is approved.
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet One (1) PDF Copy	Name of project.
<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Survey One (1) PDF Copy	<ul style="list-style-type: none"> • Drawn to a scale no smaller than 1"=100'. • North arrow & name of project. • Showing the deed boundary of the subject parcel & all deed boundaries of adjacent parcels. • Showing all existing natural & man-made features within 50' of the property line such as fences, ditches, buildings, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan One (1) PDF Copy	<ul style="list-style-type: none"> • Must be consistent with the requirements of the Draper City Municipal Code Chapter 9-22 and 9-25. For Multiple Family Dwelling Developments please see Chapter 9-32. • Prepared, stamped, & signed by a qualified professional licensed by the State of Utah as set forth in §9-5-090(D)(1)(d). • Drawn to scale. • North arrow & name of project.

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			<ul style="list-style-type: none"> • All facilities related to the project located within 250' of the site boundary. • Layout, dimensions, & names of existing & future road rights-of-way (proposed street names must be cleared through the county). • Tie to a section monument. • Boundary lines of the project site with bearings & distances. • Layout & dimensions of proposed streets, buildings, parking areas, & landscape areas. • Location, dimensions, & labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, mechanical equipment, etc. • Location of man-made features including irrigation facilities, bridges, railroad tracks, & buildings. • A tabulation table showing total gross acreage, square footage of street rights-of-way, square footage of building footprint, square footage of total building floor area, square footage of landscaping, number of parking spaces, & square footage of impervious surfaces. • Identification of property, if any, not proposed for development.
□	□	Grading & Drainage Plan One (1) PDF Copy	<ul style="list-style-type: none"> • Prepared, stamped, & signed by a qualified engineer licensed by the State of Utah as set forth in §9-5-090(D)(1)(d). • Drawn to scale. • North arrow & name of project. • Site Plan Underlay • Topographic contours at no greater interval than 1'. • Areas of substantial earth moving with an erosion control plan. • Location of existing water courses, canals, ditches, springs, wells, culverts, storm drains, & a proposed method of dealing with all irrigation and waste water. • Location of any designated flood plain &/or wetland boundaries. • Direction of stormwater flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off site facilities, and off site drainage facilities when necessary. Drainage plans shall facilitate a 10-year storm event. A maximum stormwater controlled release rate of 0.1 cubic feet per second per acre shall be the maximum permitted discharge in the Salt Lake County portion of Draper City. A maximum stormwater controlled release rate of 0.03 cubic feet per second per

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			<p>acre for a 10-year event and 0.06 cubic feet per second per acre for a 100-year event shall be the maximum discharge rates permitted in the Utah County portion of Draper City. However no discharge shall exceed demonstrated historical flows from any drainage or sum of drainages. Further reductions in release rates may be required in situations of insufficient stormwater system capacity.</p> <ul style="list-style-type: none"> Hydraulic & hydrologic storm drainage calculations using a 10 year storm even. 100 year events may need to be accommodated in certain locations in the path of major drainages.
<input type="checkbox"/>	<input type="checkbox"/>	Utility Plan One (1) PDF Copy	<ul style="list-style-type: none"> Prepared, stamped, & signed by a professional engineer licensed by the State of Utah as set forth in §9-5-090(D)(1)(d). Drawn to scale. North arrow & name of project. Site Plan Underlay All existing & proposed utilities including but not limited to: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, & street lights. Minimum fire flow required by the current International Fire Code for the proposed structures, & fire flow calculations at all hydrant locations. Location & dimension of all utility easements. Letter from sewer & water providers, addressing the availability of service & their requirements to serve the project.
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping and Irrigation Plans One (1) PDF Copy	<ul style="list-style-type: none"> Must be consistent with the requirements of the Draper City Municipal Code Chapter 9-23. For Multiple Family Dwelling Development see Chapter 9-32. Prepared, stamped, & signed by a qualified landscape architect licensed in the State of Utah as set forth in §9-5-090(D)(1)(d). Drawn to scale. North arrow & name of project. Site Plan Underlay Sprinkler system layout and type of sprinkler heads. Flow rate assumed for sprinkler system. Plant materials and location, including species and size. Any additional information required by §9-23.

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☐	☐	Outdoor Lighting Plan & Photometric Study One (1) PDF Copy	<ul style="list-style-type: none"> • Must be consistent with the requirements of the Draper City Municipal Code Chapter 9-20 Lighting. • Drawn to scale. • North arrow & name of project. • Site Plan Underlay • Illumination readings (in foot-candles) shown throughout the site & along property boundaries for during operation hours and non-operation hours. Readings shall be spaced no greater than 5' apart & based on expected finish grade of the site. • Location of all free standing & building fixtures/illumination sources. • Design details, dimensions, & quantities for each lighting fixture, pole, & mounting system. • Table showing the maximum, minimum, average, & maximum to average ratio illumination for at least general site areas, canopy areas, site boundary, pedestrian areas, & building entrance areas. • Complete & clear staged lighting proposal, as applicable. • Any additional information required by §9-20.
☐	☐	Architectural Building Elevations One (1) PDF Copy	<ul style="list-style-type: none"> • Must be consistent with the requirements of the Draper City Municipal Code Chapter 9-22. For Multiple Family Dwelling Development see Chapter 9-32. • Accurate front, rear, & side elevations drawn to scale. • Percentage breakdown of all exterior surfacing materials, excluding glass windows, doors, and roofing materials. • Digital material board or color elevations showing representations of all exterior surfacing materials & colors, including roofing material & color. • Outdoor lighting, furnishings, & architectural accents. • Location and dimensions of all signage proposed to be attached to the building or structure. Note: Submission of signage information does not constitute submission for a sign permit. All signs require a separate sign permit
☐	☐	Documents That May Be Required	<p>_____ When project is located within the Sensitive Lands Overlay zone, additional reports as required by the Draper City Municipal Code Chapter 9-16 Sensitive Lands Overlay Zone.</p> <p>_____ Development maps showing natural slopes of 30% or greater, native vegetation type and location, and the proposed development layout, including grades of roadways.</p>

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			<p>_____ Evidence of compliance with all applicable federal, state, & local laws/regulations as requested by the Zoning Administrator.</p> <p>_____ Traffic impact analysis if requested by the City Engineer or the Planning Commission.</p> <p>_____ Any necessary agreements with adjacent property owners regarding storm drainage or other pertinent matters.</p> <p>_____ Wastewater discharge approval from South Valley Water Reclamation Facility, if required by the South Valley Water Reclamation Facility.</p> <p>_____ NRI, if applicable</p> <p>See Draper City Municipal Code Chapter 9-24 to see if NRI is required for your site.</p>

**SITE PLAN
APPLICATION AFFIDAVIT**



PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

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 (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my application, I (we) understand I (we) am (are) responsible to ensure the application complies with the Draper City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application; and
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application.

Optional:

I (we) authorize 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 City considering this application and to act in all respects as my (our) agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____