



MIDVALE CITY

Department of Community Development
7505 South Holden Street, Midvale City, Utah 84047
Phone: 801.567.7231 * www.midvalecity.org

PRELIMINARY SITE PLAN PROCEDURE

Prior to applying for a building permit for any commercial or non-platted residential development in Midvale City, the developer must first be granted site plan approval.

ITEMS TO BE SUBMITTED: All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner's affidavit or agent authorization.
- Five (5) 22" x 34" copies of the preliminary site plan.
- One (1) digital copy of the preliminary site plan.
- One (1) 8½" x 11" copy of the preliminary site plan.
- The preliminary site plan must contain the following information:
 - Drawn to a minimum scale of 1" = 40';
 - Provide sufficient information to locate the property accurately;
 - Property dimensions;
 - North arrow, scale, and date;
 - Location of all existing and proposed buildings and/or structures;
 - Location, height and type of all existing, and proposed fencing;
 - Show all distances from property lines to exterior walls and roof eaves;
 - Location of proposed and existing fire hydrants (within 100' of the proposed development);
 - Show all parking areas including parking stall and aisle dimensions;
 - Indicate location and height of existing and proposed exterior lighting standards and/or fixtures;
 - Show location of sewer, storm drain, water, gas, and electrical lines;
 - Topography of the area to be developed, including a 200' wide area around the proposed site. Two (2) foot contours shall be shown except in areas where the ground slope is less than 5%, where five (5) foot contours will be acceptable;
 - Indicate building square footage by use (i.e. retail, office, warehouse, etc.);
 - Provide building elevations for new construction or exterior modifications of existing buildings, denote all colors and building materials;
 - If the property to be developed is part of a larger development or adjacent to properties for which future developments are proposed, show the proposed street systems and development schemes of the other properties;
 - The location, width and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography and buildings within the tract and within a 200 foot wide area around the boundary of the development; and
 - Show size and location of existing sanitary sewers, storm drains, subsurface drains, culinary water supply mains and culverts within the tract or within 200 feet thereof, including a statement as to the proposed connection point to each of the above.
- Provide a landscaping plan containing the following information (unless specifically waived by the City Planner):
 - The location and dimensions of all existing and proposed structures, property lines, easements, parking lots, driveways, roadways, sidewalks, signs, dumpster and refuse areas, fences, recreational features, and any other property feature as required by the City Planner;
 - The location, size and common species name of all vegetation to be retained;

- The location, size and common species name of all new plants including trees, shrubs and flower bed areas;
- Proposed grading and drainage plan of the site indicating contours at two foot intervals. Proposed berming shall be indicated using one foot intervals;
- Elevations of proposed fences and retaining walls;
- Irrigation system (separate plan required); and
- Quantitative data indicating the following:
 - Total area and percentage of the site in landscaped area;
 - Total area and percentage of the site in drought tolerant plan species;
 - Number, species and caliper size of all trees to be retained on the site; and
 - Number, species and caliper size of all new trees to be planted on the site.

SITE PLAN APPROVAL EXPIRATION: If a building permit is not applied for and issued within an eighteen month period from the time of site plan approval, the approval shall expire.

DEPARTMENT CONTACTS:

Midvale City Planning and Zoning Department
7505 South Holden Street, Midvale, Utah 84047
Lesley Burns, City Planner – 801-567-7229
Matt Hilderman, Associate Planner – 801-567-7231

Midvale City Fire Department
607 East 7200 South, Midvale, Utah 84047
Fire Marshal Dick Hekker – 801-205-4080

Midvale City Engineering Department
7505 South Holden Street, Midvale, Utah 84047
Keith Ludwig, City Engineer – 801.256.2574



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PRELIMINARY SITE PLAN APPLICATION

Applicant Information

Name: _____
Mailing Address: _____
City, State, Zip: _____
Daytime Phone: _____ Email: _____

<i>For Office Use Only</i>	
SPR-	_____
Fee:	_____
Date Accepted:	_____
Planner:	_____

Property Owner Information

Owner Name (if different): _____ Daytime Phone: _____
Mailing Address: _____ City, State, Zip: _____

Project Information

Name of Development: _____
Location or Address of Property: _____ Sidwell No.: _____
Detailed Nature of Use: _____

Application Fees

\$640.00

Authorized Signature

I certify that the submitted information is true and correct to the best of my knowledge. I am aware that only complete applications will be accepted for processing. (Complete application requirements are attached.)

Authorized Signature: _____ Date: _____

For Office Use Only

Planning and Zoning Department:

Approved Not Approved

Signed: _____ Date: _____

Engineering Department:

Approved Not Approved

Signed: _____ Date: _____

Fire Department:

Approved Not Approved

Signed: _____ Date: _____

Planning and Zoning Commission (if applicable):

Approved Not Approved
 Approved with Conditions (see attached)

Date: _____

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 and the Midvale City Planning Staff have indicated they are available to assist me (us) in making this application.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Salt Lake County, Utah
My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do 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 our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Salt Lake County, Utah
My commission expires: _____