



Community Development
7505 S Holden Street
Midvale, UT 84047
801-567-7200
planning@midvale.com
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 as a PDF file sent via email or flash drive. Incomplete applications will not be accepted.

- Fee and application.
- Property owner's affidavit or agent authorization.
- The preliminary site plan must contain the following information:
 - 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 Planning Staff:
 - 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 Planning Staff;
 - 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 Staff

7505 S Holden Street, Midvale, UT 84047

Adam Olsen, Planning Director – aolsen@midvale.com – 801-567-7231

Elizabeth Arnold, Senior Planner – jbinks@midvale.com – 801-567-7233

Midvale City Fire Department

607 E 7200 S, Midvale, UT 84047

David Bradley, Area Fire Inspector – dbradley@unifiedfire.org – 801-743-7228 or 801-750-9476

Midvale City Engineer

7505 S Holden Street, Midvale, UT 84047

Keith Ludwig, City Engineer – ludwigk@midvale.com – 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>	
Receipt#	_____
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: _____



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OWNER'S AFFIDAVIT

I, (We) _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

PROPERTY OWNER'S INFORMATION	CAPACITY CLAIMED BY SIGNER
_____ OWNER(S) NAME(S)	<input type="checkbox"/> INDIVIDUAL(S) <input type="checkbox"/> PARTNER(S) <input type="checkbox"/> TRUSTEE(S) <input type="checkbox"/> CORPORATE OFFICER(S) <input type="checkbox"/> ATTORNEY-IN-FACT <input type="checkbox"/> OTHER SIGNER IS REPRESENTING: _____ NAME OF PERSON(S) OR ENTITY(IES)
_____ OWNER(S) SIGNATURE(S)	
_____ ADDRESS	
_____ CITY, STATE, ZIP CODE	
_____ TELEPHONE	

AGENT/TENANT AUTHORIZATION (if applicable)

I (we) hereby authorize _____ (Applicant's Name)
 to apply for _____ (application type: CUP, ACUP, MPD, etc.)
 requesting _____ (Type of activity)

(Property Owner)

(Property Owner)

Dated this ___ day of _____, _____, personally appear before me _____,
 the signer(s) of the above affidavit who duly acknowledged to me that they executed the same.

(Notary)

Residing in _____
 My commission expires: _____