

STAFF USE ONLY
GL: 103413100 Dist. Code: 326

COMMUNITY PLAN:

Fee of \$2,500 + # of Acres (rounded up): _____ x \$50 per acre = \$ _____

MINOR AMENDMENT: \$750

MAJOR AMENDMENT: \$2,500 + # of Acres (rounded up): _____ x \$25 per acre = \$ _____

Newspaper Public Notice Fee: **\$25.00**

Mailed notices: **\$1.00 per notice**, contact Planning to determine amount: \$ _____



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**COMMUNITY PLAN APPLICATION
UPDATED AUGUST 2023**

PROJECT NAME: _____

Property Owner: _____

Contact Person: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Cell: _____

E-mail: _____

Applicant / Authorized Agent: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Cell: _____

E-mail: _____

Engineering Firm: _____

Contact Person: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Cell: _____

E-mail: _____

General location of the property: _____

Surrounding land uses: _____

Total area of the subject property: _____

Number of proposed units: _____

Amount of open space (acreage and percentage): _____

Amount of sensitive lands: _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSprings-UT.gov. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:

Anticipated review of 10 business days

Anticipated review of more than 10 business days

19.26.03. Community Plan, Village Plan, and Detailed Infrastructure Study Required.

Community and Village Plans. An approved Community Plan for the entire Planned Community District containing the elements listed in Section 19.26.07 shall be required at the time of a zone change to the Planned Community Zone. A Village Plan shall be required for each phase within the zoned area prior to the issuance of permits for the subdivision of land, grading, or building.

19.26.04. Uses Permitted within a Planned Community District.

1. **Permitted and Conditional Uses.** Since the character and land use designations of each Community Plan may vary widely, a specific list of uses that are permitted by-right or conditionally permitted is not dictated in this zone. Instead, the detailed list of uses that are permitted by right or conditionally permitted shall be established in each Village Plan. Generally, however, the establishment of uses that are permitted by right, or conditionally permitted within a particular Village Plan, shall be guided but not limited to the following Sections of the Land Development Code:
 - a. Agricultural: Subsections 19.04.08 (2) and (3).
 - b. Residential: Subsections 19.04.09 (2) and (3).
 - c. Neighborhood Commercial: Subsections 19.04.20 (2) and (3).
 - d. Mixed Use: Subsections 19.04.21 (2) and (3).
 - e. Regional Commercial: Subsections 19.04.22 (2) and (3).
 - f. Office Warehouse: Subsections 19.04.23 (2) and (3).
 - g. Industrial: Subsections 19.04.24 (2) and (3).
 - h. Mixed Lakeshore: Subsections 19.04.25 (2) and (3).
 - i. Business Park: Subsections 19.04.26 (2) and (3).

2. **Interim Uses.** Any use which has a valid conditional use permit prior to being zoned or rezoned to the Planned Community Zone is permitted to continue prior to the approval of a Village Plan, provided that the use may only be continued pursuant to the terms and conditions upon which the conditional use permit was approved by the prior zoning authority.
 - a. The continuation of such an interim use after the approval of any Village Plan may only occur with the express approval of the City Council, and on such terms and conditions as the Council may dictate.
 - b. In approving the Village Plan, the City may require mitigation measures, including buffers, transitions, or alternate access routes to ensure that the interim uses are compatible with the other intended uses in the Village Plan and the community as a whole.

3. **Location of Uses.** The pattern, arrangement, and location of each land use shall generally be guided by the General Plan Land Use Map; however, in the Community Plan, the applicant may refine the location and pattern of land uses shown on the General Plan Land Use Map in order to improve design, accessibility, and marketability using the General Plan as guidance for overall character and intent

19.26.05. Adoption and Amendment of Community Plans.

1. No property of less than 500 contiguous acres shall be zoned as a Planned Community District.
2. Community Plans require a recommendation from the Planning Commission and approval by the City Council per Chapter 19.17 and as detailed throughout the rest of this Section.
3. Application for Community Plan. Concurrently with a zone change to Planned Community Zone, the Planning Commission shall consider an application to adopt a Community Plan. The Planning Commission shall review the application, hold a public hearing, and certify its recommendation to the City Council. Before certifying a recommendation of approval, or approval with conditions, the Planning Commission must find that the Community Plan:
 - a. is generally consistent with the goals, objectives, and policies of the General Plan, with particular emphasis placed upon those policies related to community identity, distinctive qualities in communities and neighborhoods, diversity of housing, integration of uses, pedestrian and transit design, and environmental protection;
 - b. contains sufficient standards to guide the creation of innovative design that responds to unique conditions;
 - c. is compatible with surrounding development and properly integrates land uses and infrastructure with adjacent properties;
 - d. includes adequate provisions for utilities, services, roadway networks, and emergency vehicle access; and public safety service demands will not exceed the capacity of existing and planned systems without adequate mitigation;
 - e. is consistent with the guiding standards listed in Section 19.26.06;
 - f. contains the required elements as dictated in Section 19.26.07; and
 - g. meets the minimum required open space in the adopted Community Plan, and adopted District Area Plan if applicable.
4. **Adopted Community Plans.** Adopted Community Plans shall be indicated on the Zoning Map and maintained on file in the Planning Department.
5. **Community Plan Amendment.** Modifications to the Community Plan text or exhibits may occur in accordance with the following amendment process:
 - a. Major Amendments: If an amendment is deemed major by the Planning Director (or in the case of a District Area Plan, by the Development Review Committee), it will be processed in the same manner as the original Community Plan. Major amendments are modifications that change the intent of the Community Plan such as:
 1. those that significantly change the character or architecture of the Community Plan;
 2. those that increase or reallocate residential density and non-residential intensity beyond any provisions for transfers provided within the Community Plan, as provided in Section 19.26.06;
 3. those that materially reduce the amount of land dedicated to parks, trails, public use space, natural areas, or public facilities as shown on the approved Community Plan; and
 4. modifications to development standards as allowed in the Community Plan.
 - b. Minor Amendments. Minor amendments are accomplished administratively by the Planning Director. Minor amendments include simple modifications to text or exhibits such as:
 1. minor changes in the conceptual location of streets, public improvements, or

- infrastructure;
- 2. minor changes in the configuration or size of parcels;
- 3. transfers of density as described within the Community Plan, as provided for in Section 19.26.06;
- 4. minor modification of land use boundaries; and
- 5. interpretations that facilitate or streamline the approval of unlisted uses that are similar in nature and impact to listed uses.

19.26.06. Guiding Standards of Community Plans.

1. **Development Type and Intensity.** The allowed uses and the conceptual intensity of development in a Planned Community District shall be as established by the Community Plan.
2. **Equivalent Residential Unit Transfers.** Since build-out of a Planned Community District will occur over many years, flexibility is necessary to respond to market conditions, site conditions, and other factors. Therefore, after approval of a Community Plan, residential density or non-residential intensity may be transferred within the Planned Community District as necessary to improve design, accessibility, and marketability. Guiding transfer provisions shall be provided in the Community Plan and detailed transfer provisions shall be established in the Village Plans. Transfer provisions shall adhere to the following standards:
 - a. The overall intent and character of the Community Plan shall be maintained and the transfer of Equivalent Residential Units shall not materially alter the nature of each land use, land use designation, or district established in the Community Plan.
 - b. The maximum number of Equivalent Residential Units established in the Community Plan shall not be exceeded.
 - c. The method to transfer Equivalent Residential Units shall be established within a Community Plan, provided that the transfer of Equivalent Residential Units into or out of any land use designation or district established in the Community Plan shall not exceed fifteen percent without approval of the City Council. In no case shall the transfer of Equivalent Residential Units into or out of any land use designation or district exceed twenty percent of that established in the Community Plan.
 - d. Equivalent Residential Units may not be transferred from a more intensive into a less intensive land use designation or district established in the Community Plan such that it exceeds the underlying maximum density and intensity limits.
 - e. Equivalent Residential Units may not be transferred into any open space, park, or school unless said use is replaced elsewhere within the same district.
 - f. Each Community Plan shall identify the manner in which transfers of Equivalent Residential Units shall occur.
3. **Development Standards.** Guiding development standards shall be established in the Community Plan.
 - a. The Community Plan standards shall be sufficient to establish an overall theme and appearance for the entirety of the Planned Community District by establishing a common landscape philosophy, common lighting, consistent fencing and buffer treatments, signage, and a hierarchy of entry monuments.
 - b. The Community Plan shall establish common architectural guidelines meeting the City's design standards to address style authenticity, color, material, form and massing, and building entry.
 - c. The Community Plan shall establish a mechanism to assure architectural quality and consistency throughout the Planned Community District.
 - d. Detailed development standards and regulations shall be contained in a Village Plan and may replace or supplement the standards contained in the Land Development Code, except where specifically provided in the Village Plan.
 - e. Any matters not specifically addressed in the Village Plan will be governed by other applicable regulations and standards of the City.

4. **Open Space Requirements.** Open space, as defined in Section 19.02.02, shall comprise a minimum of thirty percent of the total Planned Community District area.
 - a. Open space is defined as:
 - i. active open spaces such as parks, playgrounds, pathways and trails, pavilions, community gardens, ball fields, community centers, swimming pools, plazas, sports courts, and informal spaces which encourage the use and enjoyment of the open space;
 - ii. sensitive lands, including, but not be limited to: canyons and slopes in excess of thirty percent, ridge lines, streams or other natural water features, creek corridors, historic drainage channels, wildlife habitat, native vegetation, wetlands, geologically sensitive areas, and significant views and vistas; however, no more than fifty percent of the required open space area shall be comprised of sensitive lands;
 - iii. agricultural lands and equestrian facilities worthy of preservation for continued use; and
 - iv. entry features and any portion of a park strip or landscaped median that exceeds City standards, or other amenities, such as fountains and public art, that creates attractive neighborhoods.
 - b. Open space shall not include:
 - i. lands occupied by residential, commercial, light industrial, office structures, parking areas, streets or sidewalks;
 - ii. setbacks and spaces between buildings or parking areas or other hard surfaces that have no recreational value; and
 - iii. areas between multi-family structures or similar treatments that are not larger than 5,000 square feet, are not part of a community trail system, and are not developed as a recreational or community amenity (e.g. park, pool, community garden, and picnic area).
 - c. Open Space shall be preserved and maintained through one or a combination of the following:
 - i. dedication of the land as a public park or parkway system;
 - ii. dedication of the land as permanent open space on the recorded plat;
 - iii. granting the City a permanent open space easement on the private open spaces to guarantee that the open space remain perpetually in recreation use, with ownership and maintenance being the responsibility of an owner's association, master association, or other governing body;
 - iv. through compliance with the provisions of the Condominium Ownership Act, as outlined in Utah Code Title 57, and which provides for the payment of common expenses for the upkeep of common areas and facilities; or
 - v. in the event the common open space and other facilities are not maintained in a manner consistent with the approved plan, the City may at its option cause such maintenance to be performed and assess the costs to the affected property owners' association, master association, or other governing body.
5. No structure (excluding signs and entry features) may be closer than twenty feet to the peripheral property line of the Planned Community District boundaries.
 - a. The area within this twenty foot area is to be used as a buffer strip and may be counted toward open space requirements, but shall not include required back yards or building set back areas.
 - b. The City Council may grant a waiver to the requirement set forth in this Subsection upon a finding that the buffer requirement will result in the creation of non-functional or non-useable open space area and will be detrimental to the provision of useful and functional open space within the Project.

19.26.07. Contents of Community Plans.

Community Plans are general and conceptual in nature; however, they shall provide the community-wide structure in enough detail to determine the size, scope, intensity, and character of subsequent and more detailed Village Plans. Community Plans shall include:

Applicant	City Staff	<p><i>Please check the applicable box to indicate the materials have been included with the application.</i></p>
		<input type="checkbox"/> Application form, applicant certification (attached), and application fee.
		<input type="checkbox"/> <u>Fee for Original Application:</u> Fee of \$2,500 + # of Acres (rounded up): _____ x \$50 per acre = _____ <u>Fee for Amendments:</u> Minor Amendment: \$750 Major Amendment: \$2,500 + # of Acres (rounded up): _____ x \$25 per acre = _____ Newspaper Public Notice Fee: \$25.00: _____
		<input type="checkbox"/> Fee for mailed notices: \$1.00 per postcard notice, contact Planning to determine amount. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property.
		1. Description. A metes and bounds legal description of the property and a vicinity map.
		2. Use Map. A map depicting the proposed character and use of all property within the Planned Community District. This map shall be of sufficient detail to provide clear direction to guide subsequent Village Plans in terms of use and buildout. This map is not required to specify the exact use and density for each area and instead, to allow flexibility over the long-term, may describe ranges of buildout and ranges of uses.
		3. Buildout Allocation. An allocation of all acreage within the Planned Community District by geographic subarea or parcel or phase with ranges of buildout levels calculated based on the City's measure of equivalent residential units, including residential and non-residential density allocations and projections of future population and employment levels.
		4. Open Space Plan. A plan showing required open space components and amenities.
		5. Guiding Principles. A general description of the intended character and objectives of the Community Plan and a statement of guiding land use and design principles that are required in subsequent and more detailed Village Plans and are necessary to implement the Community Plan. The guiding land use and design principles shall address:
		a. Community-wide systems and themes including streetscape treatments, drainage and open space corridors, pedestrian systems, park and recreation systems, and public realm elements.
		b. The desired character of the Community Plan, including conceptual landscaping plan showing the general character and nature of live plant species and potential design treatment of major features.
		c. Guiding development standards critical to ensure the desired character of each geographic sub-area or parcel or phase is maintained in the subsequent Village Plans. Guiding standards shall include density and floor area ratio and, as appropriate, guidance for standards addressing height, setbacks, parking requirements, parking lot locations, and minimum private open space.

		6. Utility Capacities. A general description of the current capacities of the existing on- and off-site backbone utility, roadway, and infrastructure improvements and a general description of the service capacities and systems necessary to serve the maximum buildout of the Community Plan. This shall be accompanied by a general analysis of existing service capacities and systems, potential demands generated by the project, and necessary improvements.
		7. Conceptual Plans. Other elements as appropriate including conceptual grading plans, wildlife mitigation plans, open space management plans, hazardous materials remediation plans, and fire protection plans.
		8. Development Agreement. A Master Development Agreement, as described in Section 19.26.11.
		9. Additional Elements. The following shall be included in the Community Plan or submitted separately in conjunction with the Community Plan:
		a. description of and responses to existing physical characteristics of the site including waterways, geological information, fault lines, general soils data, and slopes (two foot contour intervals);
		b. a statement explaining the reasons that justify approval of a Community Plan in relation to the findings required by Section 19.26.05;
		c. an identification and description of how environmental issues, which may include wetlands, historical sites, and endangered plants, will be protected or mitigated; and
		d. the means by which the Applicant will assure compliance with the provisions of the Community Plan, including architectural standards and common area maintenance provisions, and a specific description of the means by which phased dedication and improvement of open space will occur to assure the adequate and timely provision and improvement of open spaces.
		10. Materials/Copies. Provide all application materials in PDF format. Include an editable word file of the proposed MDA. Include a signed copy of the application.

19.26.08. Effect of a Community Plan.

An approved Community Plan constitutes conceptual approval and entitles the applicant to pursue Village Plan approval in accordance with the approved Community Plan. The density allowances, uses, and conceptual development pattern granted in the Community Plan shall be deemed a vested right of the applicant, subject to compliance with then existing City ordinances, rules, and regulations, and engineering principles of common application.

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid.

APPLICANT ACKNOWLEDGMENT:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____