COMMUNITY PLAN APPLICATION REQUIREMENTS

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

SARATOGA
SPRINGS
PLANNING

REVIEW FEE: GL: 103413100 DIST. CODE: 326
Fees based on actual cost. Billed monthly. See Title 19-Land Development Code.
$5000 deposit required for new Community Plan.

NOTICING FEE: GL: 103413104 DIST. CODE: 316
NOTICING FEES TO BE DETERMINED BY PLANNING DEPT.
Mailed Notices: $1.50 per notice (affected entities and property owners within 300')

CONSULTANT FEES:
If applicable, the applicant will be responsible for all consultant fees incurred.

Application Process

A Community Plan may be applied for in accordance with [Chapter 19.26 of the Land Development Code](). Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

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. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

STEP 1 – PREPARE APPLICATION
- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY
- Create an account or log in to your Cityworks Public Portal account at: [cityworks.saratogasprings-ut.gov/publicaccess]()
- To review the Public Access Portal Guide, see [www.SaratogaSprings-UT.gov/portalguide]().
- To submit your application
  a. Click **Create Application.**
  b. Choose the **Planning** category.
  c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.

  e. Upload and label required and supporting documents.
    i. This application form & included checklist(s) are a **<u>required upload</u>** – label as Application Checklist(s).
    ii. The signed Acknowledgement & Certification is a **<u>required upload</u>** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
    iii. Upload and label any other supporting documents.
  f. **Tips for completing your application:**
    i. You can type in an address, a street or intersection, or choose the exact location on the map
    ii. Red indicates a required field
    iii. When adding people, click "more …." for additional required fields
    iv. After uploading documents, click "Label" and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and deposit is paid.

STEP 4 – PAY FEES

- After the application is deemed complete, the deposit can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
  Physical checks accompanied by an invoice may be delivered to:
   City of Saratoga Springs
   Planning Department
   319 South Saratoga Rd
   Saratoga Springs, UT 84045
- After the deposit is paid, the application will enter formal review.
- If and when the cost of the review exceeds the deposit, monthly invoices will be emailed to the Applicant(s).
- You agree that all consultant fees will be accrued on a pass-through basis and you will be responsible for reimbursing the City within thirty days of receipt of invoice or notice.
- You understand that if you do not remain current on your fees owed to the City, all work will be suspended until the account is no longer delinquent.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after deposit is paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

STEP 6 – PREPARE RESUBMITTAL (if needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 7 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

Applicant	City Use Only	
		Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.
		1. **Project Name:** _____
		2. This application and any other required checklists, with the applicant column initialed by the applicant, uploaded under the label: *Application Checklist(s)*.
		3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document under the label: *Acknowledgement and Certification*.
		4. **Description**. A metes and bounds legal description of the property and a vicinity map.
		5. **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.

6. **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.

7. **Open Space Plan.** A plan showing required open space components and amenities.

8. **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.

9. **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.

10. **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.

11. **Development Agreement.** A Master Development Agreement, as described in Section 19.26.11.

		12. **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.
		13. Provide an editable word file of the proposed MDA. Provide all other application materials in PDF format.