

AGRICULTURAL PROTECTION APPLICATION REQUIREMENTS



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 Tuesday.
First round of comments anticipated complete within 10-12 business days.*

REVIEW FEES: \$250

GL: 103413100 DIST. CODE: 310

NOTICE REQUIRED FOR AG PROTECT CREATION

NOTICING FEES TO BE DETERMINED BY PLANNING DEPT.

NEWSPAPER \$75 + MAILED NOTICES \$1.50 EACH (PROPERTY OWNERS WITHIN 1000')

GL: 103413104 DIST. CODE: 316

Application Process

Agriculture Protection may be applied for in accordance with [Chapter 19.21 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 **required upload** – label as Application Checklist(s).
 - ii. 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 fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees 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 fees are paid, the application will enter formal review.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after fees are 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 (as 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	<p><i>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</i></p>
		1. Project Name: _____
		2. This application and any other required checklists, with the applicant column initialed by the applicant, uploaded under the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		4. Proposal (see Land Development Code 19.21.02) including: <ul style="list-style-type: none"> a. Property owners' signatures b. Boundaries c. Limits on types of agricultural production d. Parcel numbers & acreage & owners
		5. Written Evaluation: <ul style="list-style-type: none"> a. whether or not the land is currently being used for agriculture production; b. whether or not the land is zoned for agriculture use; c. whether or not the land is viable for agricultural production; d. the extent and nature of existing or proposed farm improvements; and e. anticipated trends in agricultural and technological conditions.

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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: _____

Parcel Numbers: _____

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Parcel Numbers: _____

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Parcel Numbers: _____

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