

ARTIFICIAL TURF 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:
\$75.00

GL: 103413100 DIST. CODE: 333

Application Process

An application to install Artificial Turf may be submitted in accordance with [Chapter 19.06 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. The signed Acknowledgement & Certification is a **required upload** – 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 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 TO INSTALL

- When your application is approved, your approval letter will be uploaded to Cityworks. Then you can proceed with installation of the artificial turf.

STEP 8 – POST-INSTALLATION INSPECTION

- Installation is expected within 60 days. After installation, request a final inspection by uploading the related page below via the portal.

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 Staff	<p><i>Check or initial the applicable boxes to indicate the items have been included or the application will not be accepted.</i></p>
		1. Project Address: _____
		2. This application 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 under the label: <i>Acknowledgement and Certification</i> .
		4. Ownership Affidavit. A statement of ownership and control of the subject property and a statement describing the nature of the intended use.
		5. Landscaping Plan. A scaled landscaping plan indicating the location, spacing, types, and sizes of landscaping elements and existing trees. See Chapter 19.06.06 for related code.
		6. Data Table, including:
		i. Total project area [size of lot(s)]
		ii. Square footage of proposed artificial turf to be installed
		iii. Percentage of total lot that will be covered with artificial turf
		iv. Square footage of portion of lot covered with trees, shrubs, and other vegetation (including but not limited to planter bed areas)
		v. Percentage of lot to be covered with trees, shrubs, and other vegetation (including but not limited to planter bed areas)
		6. Drainage Plan. A drainage plan which indicates the proposed or existing drainage and the techniques for controlling and discharging drainage. Drainage must be retained on the property and not be discharged onto neighboring properties.
		7. Erosion control. A description of materials placed beneath the artificial turf to prevent erosion.

Request for Final Inspection of Artificial Turf Installation

After your turf is installed and you are ready for a final inspection:

1. Fill out and sign this form.
2. Upload the completed form to the corresponding case via the online portal.
3. Inspection can take up to 2 weeks to complete.
4. Questions regarding the inspection can be sent to Code Enforcement at CEinbox@saratogasprings-ut.gov or call 801-766-9793 x 247. Please reference the case (PL) number.

I request a final inspection of the artificial turf installation to complete the permit process.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____