

DISTRICT AREA PLAN AMENDMENT 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:

Fees based on actual cost. Billed monthly. See Title 19-Land Development Code.

GL: 103413100 DIST. CODE: 327

NOTICING FEE:

NOTICING FEES TO BE DETERMINED BY PLANNING DEPT.

GL: 103413104 DIST. CODE: 316

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 District Area Plan Amendment may be applied for in accordance with [Chapter 19.26 of the Land Development Code](#). Please review the relevant code and provide the items in the checklist below.

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.

STEP 4 – PAY FEES

- After the application is deemed complete, it will enter formal review. The fees for this application will be invoiced to the applicant for actual cost of review, meetings, noticing, etc.
- Invoices will be emailed to the Applicant(s) monthly and 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

- 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 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 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	<i>Check or initial the applicable boxes to indicate which items have been included. Only items related to the proposed amendment are required.</i>
		1. Project Name: _____
		2. This application with the relevant applicant column items initialed by the applicant. Upload 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. Indicate area(s) impacted by this proposed amendment: a. Significant changes in the conceptual layout of proposed land use designations, major thoroughfares or transit corridors b. An increase in allowable density and intensity ranges for proposed land uses and place types

			c. Changes in the planning criteria and guidelines that significantly change the character of the Large-scale Planned Community District
			d. Changes that reduce the ranges of the amount of land dedicated to parks, trails, public use space, natural areas or public facilities as shown on the approved District Area Plan, or that reduce the total amount of open space set forth in the District Area Plan
			e. A change in the name of the Planned Community District
			f. Minor changes in the conceptual layout of proposed land use designations, major thoroughfares or transit corridors
			g. Minor changes in land use or other boundaries
			h. Changes that either reallocate or increase overall open space
			i. Changes that either reallocate or decrease densities or intensities of use
			j. Any change necessary to conform the District Area Plan to an approved Community Plan
			k. Any change necessary to conform the District Area Plan to a change in the City's General Land Use Plan, Parks & Trails Master Plan, and/or Transportation Plan