

CONCEPT 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:

\$1500

(INCLUDES 1 REVIEW; ADDITIONAL REVIEWS \$1250 EACH)

GL: 103413101 DIST. CODE: 303

CONSULTANT FEES:

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

Application Process

A Concept Plan may be applied for in accordance with [Chapter 19.13 of the Land Development Code](#).

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.
- 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 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 (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 with 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. Plat/Parcel Map of the area (available at the Utah County Surveyor's Office)
		5. Legal description of the entire proposed project

		6. Proposed changes to existing zone boundaries, if such will be needed
		7. Conceptual elevations and if available, floor plans. Elevations shall be designed in compliance with the adopted Site and Architectural Design Standards (section 19:16 of the Land Development Code)
		8. Concept Plan Map: drawn to a scale of not more than 1" = 100', showing the following:
		a. Proposed name of subdivision, after checking the County web site to ensure the name is not already in use
		b. Name of property if no subdivision name has been chosen - commonly the name in which the property is locally known
		c. Locations and widths of existing and proposed streets and rights-of-way
		d. Road centerline data including bearing, distance, and curve radius
		e. Configuration of proposed lots with minimum and average lot sizes
		f. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, including acreages, locations, and percentages of each, and conceptual plan of proposed recreational amenities
		g. Those portions of property that qualify as sensitive lands per Section 19.02.02 , including acreages, locations, types, and percentages of total project area and of open space
		h. Total acreage of the entire tract proposed for subdivision
		i. General topography shown with 1' or 2' contours and slope arrows with labels
		j. North arrow, scale, and date of drawing
		k. Property boundary with dimensions
		l. Data table including total number of lots, dwellings, and buildings, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, number of required and proposed ADA compliant parking spaces, percentage of buildable land, percentage and amount of open space or landscaping, and net density of dwellings by acre
		m. Existing conditions and features within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities

		n. Conceptual utility schematic with existing and proposed utility alignments and sizes sufficient to show how property will be served including drainage, sewer, culinary and secondary water connections and any other existing or proposed utilities needed to service the proposed development or that will need to be removed or relocated as part of the project
		9. A schematic drawing of the proposed project that depicts the existing proposed transportation corridors within two miles, and the general relationship of the proposed project to the Transportation and Land Use Element of the General Plan and the surrounding area
		10. Initialed Engineering checklist (see below)



CITY OF
SARATOGA SPRINGS
ENGINEERING DEPARTMENT

REVIEW 1 DATE: _____

REVIEW 2 DATE: _____

REVIEW 3 DATE: _____

Engineering Concept Plan Review Checklist

DEVELOPMENT NAME: _____

Note: The following is not intended to be a comprehensive list of items. The City may require more information based on site-specific conditions.

Applicant Submitted (Provide Initials)	Required Submittals	City Use Only
		Accepted Date
	North arrow, scale, and date of drawing.	
	Property boundary with dimensions.	
	Configuration of proposed lots with minimum and average lot sizes.	
	Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, including acreages, locations, and percentages of each and conceptual plan of proposed recreational amenities.	
	Those portions of property that qualify as sensitive lands per Section 19.02.02., including acreages, locations, types, and percentages of total project area and of open space.	
	Total acreage of the entire tract proposed for subdivision.	
	General topography shown with 1' or 2' contours and slope arrows with labels.	
	Locations and widths of existing and proposed streets and rights-of-way.	
	Road centerline data including bearing, distance, and curve radius.	
	Existing conditions and features within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities.	
	Conceptual utility schematic with existing and proposed utility alignments and sizes sufficient to show how property will be served including drainage, sewer, culinary and secondary water connections and any other existing or proposed utilities needed to service the proposed development or that will need to be removed or relocated as part of the project.	
	A schematic drawing of the proposed project that depicts the existing proposed transportation corridors within two miles.	