NEIGHBORHOOD 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:
Fees based on actual cost. Billed monthly. See Title 19-Land Development Code.   GL: 103413100 DIST. CODE: 328
$5000 deposit required for new Neighborhood Plan.

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

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

Application Process

A Neighborhood Plan may be applied for in accordance with [Chapter 19.04 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 **<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 (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	
		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: *Application Checklist(s).*
		3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document with the label: *Acknowledgement and Certification.*
		4. **Legal Description**: A legal description of the property.

		5. **Vicinity Map**: A vicinity map showing the approximate location of the subject parcel with relation to the other major areas of the City
		6. **General Description**: A general description of the proposed development together with a map indicating the general development pattern, land uses, densities, intensities, open spaces, parks and recreation, trails, and any other important element of the project.
		7. **Character and Theme Plan -** identifying the organizational design framework showing a clearly recognizable neighborhood character and theme while also distinguishing the neighborhood from others and cohesively unifying the neighborhood through its distinctive design elements. Community character and theme elements may include the following: i. General Architecture – Identifying the proposed architectural styles and themes. ii. Architectural Façade Plan identifying the principle façade and secondary façade(s) for each buildable lot. iii. Open space, landscaping and recreational design concepts. iv. Community signage and place identification. v. Street Naming Plan.
		8. **Data Table**: A 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, percentage of buildable land, percentage of open space or landscaping, and net density of dwellings by acre.
		9. **Conceptual Utility Plan:** 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.
		10. **Storm Drainage**: Information relating to storm drainage including: 100-year 24-hour drainage flows, 10-year 24-hour storm water flows, and proposed storm drainage facilities.
		11. **Phasing Plan:** including phase boundaries, acreages, and sequence for each phase.
		12. **Impacts**: Estimated impacts of the proposed Master Development Agreement on all public utilities including potable water, irrigation water, wastewater, transportation, storm drainage, fire protection, and solid waste.
		13. **Existing conditions and features:** within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities. Existing physical characteristics of the site including waterways, geological information, fault lines, general soils data, and contour data (two-foot intervals).
		14. **Environmental Issues**: Identification of environmental issues, if any, and how such will be protected or mitigated (e.g., wetlands, historical sites, endangered plants, etc.).

		15. **Open Space Plan:** for each area assigned as open space (see Section 19.19) including:
		    i. general type, use, and programming concepts of all open spaces.
		    ii. conceptual landscape treatment, proposed activities and recreational
		    iii. amenities (public vs. private and active vs. passive)

		16. **Landscape and Fencing Plans** shall be provided per Section 19.06.
		17. **Streets**: Major street layout with detailed traffic study prepared by a traffic engineer.
		18. **Compatibility**: Statements of how the proposed development is compatible with surrounding land uses and other areas of the City and how internal compatibility will be maintained.

		19. **Lotting Plan** – including a conceptual plan for Lot Types and Parking to include:
		    i. Layout and Description of all lot and unit types.
		    ii. Building configurations including number of buildings per lot, lot dimensions, building height and parking.
		    iii. Setbacks for principal and accessory buildings.
		    iv. Lot coverage.
		    v. Lot frontage.

		20. **Transportation Network and Street Plan:** that shall include:
		
		    i. adjacent streets.
		    ii. modifications to existing streets, if any
		    iii. a key for the street network.
		    iv. existing, new, and modified streets, rear lanes, and shared drives including:
		    v. centerline radius, and a
		    vi. data table indicating ownership,
		    vii. right-of-way width,
		    viii. number of vehicular lanes,
		    ix. street type; and
		    x. transportation provisions.
		    xi. Any public existing or proposed public transit stops or ways, bicycle ways, and trails within and adjacent to the Neighborhood Plan area.
		    xii. local street network consisting of all new streets within the Neighborhood.