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## Applying for a Site Plan Review

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A permitted use is any specific land use that is allowed within a zoning district subject to the restrictions applicable to that zone.

### OVERVIEW

A site plan is an illustration from a “birds-eye view” of a development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including, vegetation, drainage, flood plain, wetlands and waterways: landscaping and open space: walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; buffers, and screening devices; surrounding development; and any other information that reasonably may be acquired in order that an informed decision can be made by the City.

The site plan review process is designed to ensure that any proposed development or land use will comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan.

### Submittal Deadline:

Application for a site plan review must be submitted to the Murray City Community & Economic Development Division, 4646 South 500 West by 10:00 a.m. on the deadline date. Planning staff will issue a decision approximately 3 weeks later. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

- Take Note.** If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Lori Edmunds at (801) 264-2620 for additional information.

### Meeting Dates:

Who?	Planning Review Meeting
When?	Monday following the deadline at 1:00 p.m. (Subject to change based on Holidays)
Where?	Murray City Public Services Building, 4646 South 500 West

**If your application requires Planning Commission approval. The Meeting Dates are:**

Who?	Planning & Zoning Commission
When?	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

**Application Fee (non-refundable):**

- Site plan review fee: \$200.00

**Application Process:**

**Step 1. Contact the Community & Economic Development Division.** Meet informally with a member of the Community & Economic Development Division staff to discuss your proposal and review the issues, procedures, fees, and dates of meetings associated with the application.

**Step 2. Submit Application:** For all site plan review applications please submit the following information:

- Completed site plan review application form.
- Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- Payment of application fee.
- Two (2) paper copies and an electronic PDF of a legible site plan proposal.

The site plan should include the following information:

- Include the project name and exact street address.
- Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 11" x 17".
- Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
- Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
- Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
- Grading and Drainage Plan. A preliminary grading and drainage plan may be required showing the road and lot layout; topography at two-foot contour intervals; north arrow; subdivision name; areas of substantial earth moving with erosion control plan; location of existing water courses, canals, ditches, springs, culverts, and storm drains; location of any 100-year flood plain designated by FEMA; show water flow directions, inlets, outlets, catch basins, waterways,

- culverts, detention basins, orifice plates, outlets to off-site facilities; existing wetlands;
- Utility Plan. A preliminary utility plan may be required showing the road and lot layout; north arrow; subdivision name; show all existing and proposed utilities including sewer, water, fire hydrants, storm drains; subsurface drains, gas lines, power lines (existing only); street lights, location and dimensions of all utility easements;
- Two (2) paper copies and an electronic PDF of floor plans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
- Two (2) paper copies and an electronic PDF of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Indicate the scale (i.e. 1/8"-1', 1/4"=1', etc.) used on the elevation.
- Two (2) paper copies and an electronic PDF of a preliminary landscape plan. These must include:
  - Areas to be planted in lawn;
  - Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
  - Areas to be planted in shrubs;
  - Areas to be planted as flower beds or with living ground covers;
  - Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
  - Ten (10) feet of landscaping is required along all frontage areas not occupied by drive access.
- The applicant may be required to provide such reports and studies which will provide information relating to adequate utilities, traffic impacts, school impacts, soil and water target studies, engineering reports, financing availability, market considerations, neighborhood support and any other information which may be needed in order to render a proper decision.
- Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.
  - \*All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

**Step 3. Attend the Planning Review Meeting.** The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the planning staff to make a decision.

**Step 4. Planning Staff Decision.** Approximately 3 weeks after the application is submitted planning staff will issue a decision to approve, approve with conditions or deny the site plan. Please be advised that this decision does not grant permission to proceed without full review, appropriate approvals, and compliance with all city codes.

**Appeal of Planning Staff Decision:**

Anyone aggrieved with a decision of the Planning Staff may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an affected resident, or even the City itself. Appeals must be in writing and received by the Community & Economic Development Division within thirty (30) days of a decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

# SITE PLAN APPLICATION

Project # \_\_\_\_\_

**Type of Application (check all that apply):**

**New Construction**

**Change of Use**

**Addition**

**Remodel**

Subject Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area: \_\_\_\_\_ Current Use: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_ LU# \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Owner's Name (If different): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Describe your request in detail (use additional page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

