



290 NORTH 100 WEST, LOGAN UT 84321
 PHONE (435) 716-9021 FAX (435) 716-9001
www.loganutah.org

APPLICATION PROCESS FOR PROJECT REVIEW

THE PROJECT REVIEW PROCESS

- The application must be complete and submitted on time. Incomplete and/or late applications will not be accepted. If all required information and appropriate fees are not submitted with the application, staff cannot place the project on the agenda.
- Comments are requested from affected entities and each City Department to assist with any recommendations, conditions, and/or modifications for the project.
- A Pre-Development meeting is held two weeks prior to each Planning Commission meeting. This meeting is designed to advise the applicant of any questions or comments that have been received.
- Public notices are mailed to surrounding property owners (within 300 ft. of the subject property) to allow an opportunity for input on the proposed project.
- Staff prepares a written report for the project. The report includes information about the proposal, staff's recommendation, and justification(s) for any conditions or modifications.
- Seven (7) days prior to the meeting, the staff report and agenda are prepared and sent to the appropriate committee, the property owner(s), the authorized agent(s) for the property owner, and posted for public review.

NOTES

- Applicants are encouraged to work with staff as much as possible prior to submittal of their application to ensure that the proposal meets the intent of the General Plan, the requirements of the Land Development Code, and will be an asset to the community.
- Staff's recommendations will largely come from the Land Development Code (LDC) Guidelines. Applicants are highly encouraged to review the Code prior to submittal. The Land Development Code can be found on the City website at www.loganutah.org/CommunityDevelopment and is available at the Department of Community Development for a fee.

APPLICATION SUBMITTAL DEADLINES AND MEETING DATES

Planning Commission meetings are held on the second and fourth Thursday of each month at 5:30 pm. Board of Adjustment meetings are held on the first Tuesday of each month at 2:00 pm based upon submittals received. Board of Appeals and 4950' Elevation Design meetings are scheduled on an as needed basis.

2012 PLANNING COMMISSION SCHEDULE		2012 PLANNING COMMISSION SCHEDULE	
Deadline 12:00 pm	Meeting 5:30 pm	Deadline 12:00 pm	Meeting 5:30 pm
December 14, 2011	January 12	June 13	July 12
December 28, 2011	January 26	June 27	July 26
January 11	February 9	July 11	August 9
January 25	February 23	July 25	August 23
February 8	March 8	August 15	September 13
February 22	March 22	August 29	September 27
March 14	April 12	August 12	October 11
March 28	April 26	September 26	October 25
April 11	May 10	October 10	November 8
April 25	May 24	November 21	December 13
May 16	June 14	December 12	January 10, 2013
May 30	June 28	December 26	January 24, 2013

APPLICATION FEE SCHEDULE

Type of Development	Fee
Design Review Permit or Conditional Use Permit	\$330.00
Subdivision or Manufactured Home Parks	\$275.00 plus \$20.00 per lot/unit
Petition for a Rezone or Code Amendment*	\$255.00
Board of Adjustment* or Board of Appeals*	\$212.50
4950' Elevation Design Review	\$165.00

If two or more permits are being included in one application, only the highest of the applicable fees is required.

Refunds are available for withdrawn projects at 100% **minus** the cost of application processing to date.

No refunds are granted for projects that are denied or withdrawn after the public hearing.

Make checks payable to: City of Logan. We also accept Visa and Master Card.

CHECKLIST OF ITEMS TO INCLUDE WITH APPLICATION:

All items **must** be received by staff no later than 12:00 p.m. on the deadline date.

- Current Cache County Recorder's ownership plat map (full page – 8 ½"x11").
- Copy of deed or title to the property and/or real estate contract.
- Vicinity map – at least 2"x2" – placed on the site plan or preliminary plat map. A vicinity map is a simple sketch drawn on the site plan or preliminary plat map that shows the location of the property in relation to Main Street or other major streets.
- Complete and approved preliminary water model analysis of City's ability to provide necessary flows. Information needed by City to perform model analysis include: 1) Average indoor water flows (GPM), 2) Outdoor/Irrigation flows (GPM), 3) Fire flows for both building sprinklers and fire hydrants (GPM), 4) Preliminary hydrant locations and nozzle elevations. (Contact: Engineering 716-9153)

- DESIGN REVIEW PERMIT:** See Site Plan and Elevation Requirements checklist below.
 - 1 full size site plan and building elevations (to scale) with all information requested.
 - **12 – 11"x17" SITE PLANS and ELEVATIONS (labeled N, S, E, W), IN COLOR (to scale).**
- CONDITIONAL USE PERMIT:** See Site Plan and Elevation Requirements checklist below.
 - 1 full size site plan (to scale) with all information requested.
 - **12 – 11"x17" SITE PLANS, IN COLOR (to scale).** More information may be requested.
- SUBDIVISION PERMIT:** See Site Plan and Elevation Requirements checklist below.
 - 1 full size preliminary plat map (to scale) with all requested information.
 - **12 – 11"x17" preliminary plat maps (to scale).**
- PETITION FOR REZONE:**
 - **12 – 8 ½"x11" Cache County Recorder's ownership plat maps.** Highlight the property(s).
- 4950' ELEVATION DESIGN REVIEW PERMIT:** See Site Plan and Elevation Requirements checklist below.
 - **5 – 11"x17" site plans and elevations (to scale) with existing and proposed contour lines, finish floor elevations, location and elevations of retaining walls, and all distances to be marked.**
 - List of color and materials of walls and roof.

* **Contact staff for submittal requirements on applications not listed above.**

SITE PLAN AND ELEVATION REQUIREMENTS:

All non-residential site plans shall be **prepared, stamped, and signed** by a professional who is appropriately licensed to survey land in the State of Utah - LDC 17.46.030(3). All elevations shall be stamped by an architect.

- All site plans must be neatly and legibly drawn to scale, adequate to show detail.
- Dimensions of the buildings on the site plan and elevations.
- Perimeter property lines with dimensions and radii of curves.
- Location, purpose, and width of right-of-ways and easements.
- Building setback lines as dictated by the Land Development Code. Show specific distances from the property lines and between major features (i.e., buildings, drives).
- Location of existing and proposed buildings – differentiate between the two.
- Location of existing and proposed fences, retaining walls, or walls.
- Parking lot design and dimensions.
- Show proposed landscaping (a detailed performance landscape plan is required prior to receiving building permit).
- Refuse storage/collection areas and screening (see LDC 17.39.130).
- Location and dimension of driveway access to City streets.
- Location of fire access and turnarounds for emergency vehicles.
- Location of existing or proposed fire hydrants, identifying those hydrants already in place.
- Existing and proposed streets and road right-of-ways.
- Existing and proposed location of utilities (sewer, water, power, gas, and telecommunications) and storm drains – differentiate between existing and proposed.
- If your property is within 100 feet of a river or canal, you must show the 100 Year Flood Plain on your property. Flood Zone Maps are available from the Department of Public Works.
- If your property is located in an area of known wetlands, you must consult with the Army Corps of Engineers or hire a qualified professional to delineate the wetland area.
- Location of canals or irrigation ditches in or around subject property, and name of the company if available.
- Submittal must include a signature of, or letter from, the property owner or the authorized agent for the owner, indicating permission to proceed.
- For new construction or change of use, the submittal must include data showing projected potable water and fire flow demands of the project for use in the City's water model. A subsequent evaluation during final design is also required. Contact the Fire Marshal and the Engineering Division with any specific questions.
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ADDITIONAL INFORMATION FOR SUBDIVISIONS AND MANUFACTURED HOME PARKS:

- A preliminary plat map must be submitted with all subdivision applications. All preliminary plat maps must be stamped and prepared by or under the supervision of a professional who is appropriately licensed to prepare plat maps in the State of Utah.
- Subdivision plans must be prepared as a blue line (24"x36" maximum, or computer plotter ANSI size "C" or "D").
- Projects with more than five lots, or lots that are identical, may indicate dimensions on a few lots as "typical." Every lot should show its total square feet or acreage.
- Provide existing or proposed contours and topography.
- Cross-sections showing typical curb, gutter, and sidewalk.
- Cross-section of typical streets, driveways, or parking areas to be constructed.
- Compliance with the mapping requirements of the Land Development Code.
- A copy of the preliminary title report from a title company must be submitted to the City Engineer prior to final plat approval and permit issuance.
- If the subdivision is going to be completed in **phases**, that must also be noted.

CITY CONTACTS:

Director of Community Development

Mike DeSimone..... 716-9022

Senior Planner

Russ Holley..... 716-9023

Planner II

Kristen Clifford..... 716-9036

Chief Building Official

Paul Taylor..... 716-9032

City Engineer

Bill Young..... 716-9160

Director of Public Works

Mark Nielsen..... 716-9151

Fire Department

Craig Humphreys..... 716-9515

Planning Manager

Glen Goins..... 716-9024

Light & Power Department

Chris Neimann..... 716-9700

Business License Clerk

Joyce Creech..... 716-9230

City Forester

Joe Archer..... 716-9749

Solid Waste Collection Manager

Steve Larsen..... 716-9749

Environmental Services Director

Issa Hamud..... 716-9752

Community Development Admin. Secretary

Debbie Zilles..... 716-9021

SPECIAL NOTE ABOUT BUILDING PLANS:

The above submittal requirements may not represent plans suitable for building permit application review. For submittal requirements contact the Building Safety Division at (435) 716-9030. **A building permit will not be issued until all conditions of approval have been met.**



APPLICATION FOR PROJECT REVIEW

Planning Commission Board of Adjustment Board of Appeals Other

Date Received	Received By	Receipt Number	Zone	Application Number
Type of Application (Check all that apply):				
<input type="checkbox"/> Design Review	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Zone Change	<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> Code Amendment	<input type="checkbox"/> Appeal	<input type="checkbox"/> Variance	<input type="checkbox"/> 4950' Design Review	<input type="checkbox"/> Other _____
PROJECT NAME				
PROJECT ADDRESS			COUNTY PLAT TAX ID #	
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AUTHORIZED AGENT FOR PROPERTY OWNER (Must be accurate and complete)			MAIN PHONE #	
MAILING ADDRESS			CITY	STATE ZIP
EMAIL ADDRESS				
PROPERTY OWNER OF RECORD (Must be listed)			MAIN PHONE #	
MAILING ADDRESS			CITY	STATE ZIP
EMAIL ADDRESS				
DESCRIBE THE PROPOSED PROJECT AS IT SHOULD BE PRESENTED (Include as much detail as possible - attach a separate sheet if needed)			Total Lot Size (acres)	
			Size of Proposed New Building (square feet)	
			Number of Proposed New Units/Lots	
- NO SITE ACTIVITY MAY OCCUR UNTIL AFTER APPROPRIATE COMMITTEE APPROVAL -				
I certify that the information contained in this application and all supporting plans are correct and accurate. I also certify that I am authorized to sign all further legal documents and permits on behalf of the property owner.			Signature of Property Owner's Authorized Agent	
I certify that I am the property owner on record of the subject property and that I consent to the submittal of this project. I understand that all further legal documents and permits will be sent to my authorized agent listed above.			Signature of Property Owner	