



APPLICATION PROCESS FOR PROJECT REVIEW

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

THE PROJECT REVIEW PROCESS

- The application must be complete and submitted on time. Incomplete and/or late applications will not be accepted nor scheduled for review. All application fees are required at time of submittal.
- Comments are requested from affected entities and each City Department to assist with any recommendations, conditions, and/or modifications for the project.
- For projects that go to the Planning Commission, a pre-development meeting is held two weeks prior to each Planning Commission meeting. This meeting is intended to advise the applicant of any questions, concerns 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 prior to application submittal to ensure that the proposal is consistent with the General Plan and the Land Development Code.
- Staff's recommendations will be based on General Plan and 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 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.

2017 PLANNING COMMISSION SCHEDULE				
Deadline 12:00 pm	Meeting 5:30 pm		Deadline 12:00 pm	Meeting 5:30 pm
December 12, 2016	January 12		June 12	July 13
December 23, 2016 (Fri)	January 26		June 26	July 27
January 9	February 9		July 10	August 10
January 23	February 23		July 21 (Fri)	August 24
February 6	March 9		August 14	September 14
February 17 (Fri)	March 23		August 28	September 28
March 13	April 13		September 11	October 12
March 27	April 27		September 25	October 26
April 10	May 11		October 9	November 9
April 24	May 25		November 13	December 14
May 8	June 8		December 11	January 11, 2018
May 22	June 22			

APPLICATION FEE SCHEDULE

Type of Development	Fee
Public Notice Fee (applies to ALL applications)	\$150.00
Water Model Analysis* (applies to most applications)	\$100.00
Design Review Permit or Conditional Use Permit	\$350.00
Administrative Design Review	\$250.00
Subdivision (Preliminary Plat or Minor Subdivision)	\$300.00 + \$25.00 per lot/unit
Subdivision (Final Plat)	\$200.00 + \$20.00 per lot/unit
Zone Change or Code Amendment	\$400.00
Land Use Appeal Board (Appeal or Variance)	\$200.00
Permit Extension	Same as original application fee

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, Master Card and Discover Card.

*Most project types will require a Water Model Analysis to ensure adequate water flows are available for the project.

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 placed on the site plan or preliminary plat map.
- Complete and approved preliminary water model analysis of City's ability to provide necessary flows. This analysis may be provided by Logan City and is required to be completed prior to formal application. For additional information contact Engineering at 716-9626.
- **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.
 - **10** – 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.
 - **10** – 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.
 - **10** – 11"x17" preliminary plat maps (to scale).
- **PETITION FOR REZONE:**
 - **10** – 8 ½"x11" Cache County Recorder's ownership plat maps. Highlight the property(s).

* **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.C(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.
- Proposed landscaping (a detailed Performance Landscape Plan is required prior to receiving building permit).
- Refuse storage/collection areas and screening (see LDC 17.39.050.E).
- 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' 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/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.

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:

Community Development Director

Mike DeSimone716-9022

Senior Planner

Russ Holley716-9023

Senior Planner

Amber Pollan..... 716-9036

Chief Building Official

Paul Taylor716-9032

City Engineer

Bill Young716-9160

Public Works Director

Mark Nielsen716-9151

Engineering (Water Model)

Cameron Draney716-9626

Light & Power Director

Mark Montgomery 716-9744

Business License Clerk

Stacy Christoffersen..... 716-9230

City Forester

Joe Archer716-9749

Solid Waste Collection Manager

Steve Larsen..... 716-9760

Environmental Services Director

Issa Hamud..... 716-9752

Fire Department

Craig Humphreys 716-9515

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 Land Use Appeal Board Administrative Review

Date Received	Received By	Receipt Number	Zone	Application Number
<p>Type of Application (Check all that apply):</p> <input type="checkbox"/> Design Review <input type="checkbox"/> Conditional Use <input type="checkbox"/> Subdivision <input type="checkbox"/> Zone Change <input type="checkbox"/> Administrative Design Review <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 # -- --
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>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.</i>			Signature of Property Owner's Authorized Agent	
<i>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.</i>			Signature of Property Owner	