

•Community Development Department•

William T. Wright • Director
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Mayor • Steve Curtis
City Manager • Alex R. Jensen
Asst. City Manager • James S. Mason



**Commercial/Industrial/Manufacturing
SITE PLAN APPLICATION
(Chapter 19.13.060)**

Title of Project

Approximate Address of Development

Property Identification Number(s)

Updated 3/25/08

Developer's Name _____
Please Print

Address: _____ **Phone:** _____
_____ **Fax:** _____
_____ **Email:** _____
City State Zip

Developer's Engineer _____

Contact Person: _____ **Phone:** _____
_____ **Fax:** _____
_____ **Email:** _____

Review Fees: \$250 Base + \$25.00 per acre (0 to 5 acres)
+ \$10.00 per acre (5.01 to 10 acres)
+ \$ 2.00 per acre (10.01 – 51 acres)

Date _____ **Amount \$** _____ **Receipt #** _____ **Rec. by** _____

NOTE: If proposed use is considered as a “conditional use”, applicant must obtain a “Conditional Use Application”. The Planning Commission must approve all conditional uses and may have conditions applied over and above standard ordinance requirements.

This application must be signed on the reverse side by the property owner(s) whose names appear on record with the Davis County Recorder's Office. Names must be notarized.

**PROCEDURES AND CHECK LISTS
WHEN SUBMITTING FOR
COMMERCIAL/INDUSTRIAL AND/OR MULTI-FAMILY DEVELOPMENTS**

CONDITIONAL USE _____

PERMITTED USE _____

For “**conditional use**”, a separate application and fees are required with appropriate signatures and notaries.

DEVELOPER/AGENT IS REQUIRED TO SUBMIT THE FOLLOWING:

- 5 copies of a PROFESSIONALLY DRAWN SITE PLAN (19"x30" Paper)
- 1 Reduced copy of site plan (8 1/2" x 11") for file folder
- 1 CAD drawing in “auto cad” or DXF format
- Site Plan Application signed by owner of property and properly notarized

The following information must be included on the site plan:

- North arrow & scale
- Name, Address & Phone Number(s) of developer and architect
- Boundary and dimensions of project
- Land Use & Zoning within 150' of project
- Topography or spot elevations
- Existing & proposed grades, location and descriptions of any appurtenances on or near buildings (i.e., satellite dishes, antenna, solar collectors)
- Location of existing & proposed buildings on the site w/dimensions indicating the relationship of all buildings to the property lines
- Square footage of all proposed structures
- Traffic circulation features leading to, and within the site
 - a. Provisions for off-street parking, showing individual stalls and a typical dimension
 - b. Provisions for driveways with adequate ingress/egress and width dimensions
 - c. Location, arrangement and dimensions of truck loading/unloading facilities
 - d. Backup area
- Width of all streets bordering the parcel and depict all driveways & street intersections on both sides of the streets and within 100' of the side property lines of the proposal
- Size, locations, elevations and message of all signs (**All signs require a separate permit.**)
- Location of all outdoor lighting and a lighting plan
- Provisions for storm drainage
- Location & size of all on and off-site sewer and water lines, including fire hydrants
- Location & size of all curbs, gutters and walks
- Location, height, materials of all fences or walls
- Landscaping (buffers, etc.) (10% minimum of total area for commercial/industrial and 30% minimum for multi-family residential), including plant list

- a. Location of landscaped areas
- b. Percent of landscaping of lot where required by ordinance
- c. Proposed landscaping of parking strip where applicable
- Location & size of all important features including streams, ditches, canals, railroads, streets, exceptional topography, easements, etc.
- Property acreage & breakdown by percentage of all hard surface areas, buildings, landscaping, etc.
- Acknowledgement from property owner that plans are a true representation of their desires
- Colored architectural drawings of the exterior elevations of proposed buildings and structures which states:
 - a. Roofing materials
 - b. Type of construction
 - c. Exterior materials

THE FOLLOWING ITEMS ARE RECOMMENDED FOR YOUR CONVENIENCE AND INFORMATION: If you have any questions, please feel free to contact Judy Bell at (801) 336-3780 or jjewell@laytoncity.org.

- Meet with City staff to discuss project.

STAFF MEMBERS:

Julie Jewell	Staff Coordinator	336-3780
Kem Weaver	City Planner	336-3782
Amanda Jorgensen	City Planner	336-3783
Tom Roylance	City Engineer	336-3700
Dean Hunt	Fire Marshall	336-3940
Doug Bitton	Fire Inspector	336-3940
Paul Bauer	Bldg. Plan Examiner	336-3769

- Submit plans, application and fees. For your convenience a schedule of meetings and deadlines are attached for items requiring Planning Commission approval.
- **Staff meetings** are held on **Tuesday** afternoons to **review site plans**. If you would like to be scheduled for one of these meetings, please contact Judy.
- Site plan requiring Planning Commission approval may be put on the Commission's agenda subject to the site plan meeting all staff requirements.
- **Planning Commission** meetings are held on the **2nd and 4th Tuesdays** of each month (with exceptions to holidays).
- Market analysis, soils studies and/or title reports may be required.
- **Additional fees will be accessed with each submittal after the second review.**

THE FOLLOWING APPLIES WHEN APPLYING FOR BUILDING PERMITS:

- **Three (3) complete sets** of construction **drawings** are required for plan review. Plans over 3000 square feet must be stamped. Two (2) sets are distributed to our Plans Examiner and one set will be forwarded to the Fire Marshall for plan review. A "stamped and approved" set will be given to contractor when permit is issued.

- **Plan review fees** must be **paid** before the plan will be forwarded to the Plans Examiner for review.
- It is the responsibility of the applicant to submit drawings to the Davis County Health Dept. if the use relates to a care facility, food services facility, public pool, or spas.
- The Plans Examiner will provide a “**Plans Corrections Checklist**” which will be faxed to the architect and/or the developer indicating any required corrections to the drawings. At this time it will be determined if a “Pre Construction Meeting” can be scheduled.
- Department policy requires a “**pre-construction meeting**” prior to the issuance of a permit. These **meetings** are typically held **Thursday** afternoons. Developers, general contractors, property owners, project foremen and architects are encouraged to attend. Please schedule this meeting through the coordinator.
- After the pre-construction meeting is held, the building permit may be issued. The Fire Marshall, Plans Examiner, City Engineer, City Planner and Building Official must sign off the permit prior to issuance. All general contractor and sub-contractor information must be complete before the Building Official will approve for issuance.
- Permits requiring UDOT, North Davis Sewer District or other outside approvals must be provided prior to Layton City issuance.

The applicant has read and understands the above outlined process. The applicant has the responsibility to notify the property owner and/or occupant(s) of this process.

(Developer/Agent)

Date: _____