



CLEARFIELD CITY SITE PLAN APPLICATION CHECKLIST

Community Development Department 55 S. State St. (801) 525-2780

PROJECT NAME: _____ **DATE:** _____

APPLICANT: _____ **CURRENT ZONING:** _____

DESCRIPTION OF REQUEST: _____

REQUIRED INFORMATION:

Please answer the following questions.

	YES	NO	COMMENTS:
Is the use allowed in the zone? <i>(If "NO," Application cannot be processed.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the use listed as a conditional use in the zone? <i>(If "YES," a Conditional Use Permit must be obtained before the Site Plan Application may be submitted.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____

REQUIRED SUBMITTAL MATERIALS:

This checklist is intended to assist the Applicant in the preparation and submittal of a complete application. It is not all-inclusive, and additional information may be required depending on the nature of the application.

Please submit the following items and check the corresponding box to indicate they have been included with this application. Certain items may not be applicable. They may be waived by the Planning and Zoning Administrator. If you have questions regarding any of these materials or how to obtain them, please contact the Planning and Zoning Division at (801) 525-2785.

	YES	NO	COMMENTS:
Three (3) full size (24" x 36") copies of the plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Five (5) reduced (11" x 17") copies of the plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electronic copy (PDF or DWG) of the plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plans drawn to scale (not less than 1" = 30')	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plans stamped by a licensed engineer or architect	<input type="checkbox"/>	<input type="checkbox"/>	_____
Project boundary and north arrow	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adjacent property within 200'	<input type="checkbox"/>	<input type="checkbox"/>	_____
Residential density	<input type="checkbox"/>	<input type="checkbox"/>	_____
Acreage of all parcels and phases	<input type="checkbox"/>	<input type="checkbox"/>	_____
Davis County parcel IDs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot coverage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot size and frontage for each lot	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building setbacks	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing and proposed easements	<input type="checkbox"/>	<input type="checkbox"/>	_____
Landscape plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Existing landscaping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proposed landscaping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fencing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pathways	<input type="checkbox"/>	<input type="checkbox"/>	_____
Required open space percentage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geotechnical (soils) report – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>	_____

Building lot and dimensions		
Existing buildings	<input type="checkbox"/>	<input type="checkbox"/>
Proposed buildings	<input type="checkbox"/>	<input type="checkbox"/>
Vehicular and pedestrian access and circulation		
Location of site ingress and egress	<input type="checkbox"/>	<input type="checkbox"/>
UDOT approvals (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
Location, names, and widths of adjacent streets	<input type="checkbox"/>	<input type="checkbox"/>
Location and screening of dumpsters	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed street lights and other lighting	<input type="checkbox"/>	<input type="checkbox"/>
Street and parking surfacing (materials)	<input type="checkbox"/>	<input type="checkbox"/>
Off-street parking facilities	<input type="checkbox"/>	<input type="checkbox"/>
Correct number and sizing of parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot striping and marking	<input type="checkbox"/>	<input type="checkbox"/>
Utility plan (show existing and proposed; show sizes and types of pipe)		
Water (culinary and secondary)	<input type="checkbox"/>	<input type="checkbox"/>
Water meter locations and correct backflow devices	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary sewer	<input type="checkbox"/>	<input type="checkbox"/>
Storm drainage	<input type="checkbox"/>	<input type="checkbox"/>
Electric	<input type="checkbox"/>	<input type="checkbox"/>
Natural gas	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/>	<input type="checkbox"/>
Building elevations		
Exterior materials	<input type="checkbox"/>	<input type="checkbox"/>
Building height and roofline	<input type="checkbox"/>	<input type="checkbox"/>
Building signage and lights	<input type="checkbox"/>	<input type="checkbox"/>
Windows, doors, and other openings	<input type="checkbox"/>	<input type="checkbox"/>
Square footage	<input type="checkbox"/>	<input type="checkbox"/>
Type of construction	<input type="checkbox"/>	<input type="checkbox"/>
Finished floor elevation	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary grading and drainage (2 copies and e-file)		
Existing contours at 2-foot intervals	<input type="checkbox"/>	<input type="checkbox"/>
Proposed contours at 2-foot intervals	<input type="checkbox"/>	<input type="checkbox"/>
Water courses (canals, streams, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Storm drain pipe sizes, elevations, and slopes	<input type="checkbox"/>	<input type="checkbox"/>
Natural hazards	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's estimate for public improvements	<input type="checkbox"/>	<input type="checkbox"/>
Landscape and recreation cost estimate	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with Chapter 18		
Does the site comply with the Design Standards?	<input type="checkbox"/>	<input type="checkbox"/>
Does the building comply with the Design Standards?	<input type="checkbox"/>	<input type="checkbox"/>

Please review the following information regarding the Site Plan review procedure from the City's Land Use Ordinance:

11-5-3: REVIEW PROCEDURE:

A. Planning Commission Review: The Planning Commission shall review all Site Plan applications and shall determine if the proposed site development and architectural plans are consistent with this Chapter and with the purposes and objectives of this Title. The Planning Commission shall approve, disapprove or approve subject to compliance with such modifications or conditions as may be deemed necessary to carry out the purposes of this Chapter.

B. Review Considerations: The Planning Commission shall consider the following matters and others when applicable in their review of Site Plan applications:

1. Traffic: The effect of the site development plan on traffic conditions on abutting streets.
2. Vehicle; Pedestrian: The layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.
3. Off-Street Parking: Compliance of off-street parking facilities with Chapter 14 of this Title.
4. Loading And Unloading Facilities: The location, arrangement and dimensions of truck loading and unloading facilities.
5. Surfacing And Lighting; Parking: The surfacing and lighting of off-street parking.
6. Screen Planting: The location, height and materials, of walls, fences, hedges and screen planting.
7. Landscaping: The layout and appropriateness of landscaping.
8. Drainage: The effect of the site development plan on City storm water drainage systems.
9. Utility: The effect of the site development plan on City utility systems.
10. Building Locations: Consideration of building locations on the site, elevations and relation to surrounding areas. (Ord. 84-06B, 9-11-1984)
11. Exterior Design: Consideration of exterior design in relation to adjoining structures and area character to assure compatibility with other structures in the neighborhood, existing or intended. (Ord. 84-08, 10-23-1984)
12. Signs: Compliance of signs with Chapter 15 of this Title and particular consideration to the location of signs upon the site, their effect upon parking, ingress and egress, the effects upon neighboring properties and the general harmony of signs with the character of the neighborhood, existing or intended.

C. Staff Review: The Building Official, City Engineer, and Planning and Zoning Administrator shall review Site Plan applications and supporting materials prior to the application being considered by the Planning Commission. The Building Official, City Engineer, and Planning and Zoning Administrator shall provide the Planning Commission with a written recommendation for the Site Plan review. (Ord. 84-06B, 9-11-1984)