

# **Pre-Application & Concept Plan Application Requirements**

Per NLMC 12D-401, 402, & 403:

## 12D-401 Pre-Application Meeting Required; Determination By DRC If Concept Plan Required

- A. Pre-application Meeting Required. Before submitting a subdivision application to the City for review, applicant(s) shall attend a pre-application meeting with the DRC to discuss development plans on an informal basis.
1. The DRC may choose to waive the requirement of a pre-application meeting or subsequent concept plan review at the applicant's request.
  2. If the proposed development is a residential single family, two family, or townhome development, applicant(s) shall not be required to attend a pre-application meeting. However, an applicant(s) may request a pre-application meeting and/or concept plan review to be conducted by the City pursuant to §10-9a-604.1 of Utah State Code (as amended). The applicant(s) request shall be submitted to the City along with any applicable applications or materials that are ordinarily required by this chapter along with any applicable fees as outlined in the City's fee schedule.
  3. The DRC may provide any helpful suggestions or cautions, including relevant specifications and regulations, to help the applicant understand what must be done to have the subdivision application accepted by the Land Use Authority.
  4. The DRC shall determine whether the proposed subdivision requires the submission of a concept plan.
- B. The applicant must be the property owner, or an official representative of the property owner and shall provide the City with complete and accurate information about the size and scope of the proposed project.

## 12D-402 Concept Plan; Generally

- A. Unless waived by the DRC, or not requested by a residential single family, two family, or townhome developer, applicants shall make an application for concept plan review with the City and pay the required fee as outlined in the City's fee schedule. The concept plan application shall be submitted to the City for review and approval by the Land Use Authority prior to the submission of a preliminary subdivision plat and subdivision improvement plans application.
- B. The concept plan is intended to promote efficiency in the subdivision review and approval processes and enable the applicant and relevant City Staff to have an informal preliminary review

of the site plan with the general scope of the proposed development and site or development conditions which might affect the proposed plan and subsequent plats. It is designed to allow for the identification of City policies, issues, application procedures, standards, and other items that may need to be considered during the subdivision review process once a formal application is received.

- C. The concept plan submittal shall not constitute an application for subdivision approval, as provided and required by this chapter, and in no way shall be binding on the City or the applicant(s). Any discussion that occurs at the conceptual plan review shall not be considered any indication of subdivision approval or disapproval, either actual or implied.
- D. Once the concept plan has been approved by the Land Use Authority, the applicant(s) may apply for preliminary subdivision plat and subdivision improvement plans approval consistent with the submitted concept plan. In the event a conceptual plan is substantially modified by the applicant(s) (as evidenced by the submission of a preliminary subdivision plat and subdivision improvement plans) the City may deny the acceptance of the preliminary subdivision plat application and require the developer to resubmit for concept plan review.
- E. If preliminary subdivision plat and subdivision improvement plan approval for any portion of a reviewed concept plan has not been obtained within one (1) year from the date on which the concept plan was reviewed, the resubmittal of the concept plan may be required by the City.

#### 12D-403 Concept Plan Submittal Requirements; Review Procedure

- A. The Concept Plan shall address the issues listed under section 12D- 115(1), and shall include the following:
  - 1. A map, plat, or other scaled drawing of the area to be developed. The concept plan drawing need not be produced by a licensed professional but must include at least the following information as applicable:
    - a. The proposed name of the subdivision;
    - b. Map of the proposed subdivision with property boundaries, including all adjacent properties, including those within the same ownership or development conglomerate and their potential for cooperation;
    - c. Approximate acreage of the proposed subdivision;
    - d. Current zoning designation of properties included in the proposed subdivision, and any zoning map changes which would be necessary to develop the proposed subdivision;
    - e. A proposed layout of the subdivision indicating the general dimensions, areas, and number of lots, access points and street configurations, including right-of-way widths, etc.;

- f. Topographic contours and the location of existing or potential sensitive lands or features (i.e., geologic, floodplain hazards, etc.).
  - g. The present roads and utilities;
  - h. Approximate location of nearest utilities and those proposed to service the subdivision including:
    - (1) A description of the type of water system proposed including documentation of water rights and of historic water use;
    - (2) A description of the type of sanitary waste system proposed. NOTE: When private wells and on-site septic systems are proposed, a description of how each proposed lot will conform to the standard protection radius around the wellhead shall be required.
  - b. Potential open space or areas which will be utilized for trail systems;
  - c. Any characteristics which may impose peculiar construction requirements, such as geological hazards, drainage systems or steep slopes;
  - d. The relationship between the proposed development and the City's General Plan and including, without limitation, planned roads, utilities, trails, sensitive lands, parks, and drainages;
2. A written statement of sufficient detail so that the intent of the developer(s) is made clear to those persons who review the proposals including information on phased development, the anticipated timeline or schedule for the development, methods of financing improvements, maintenance and ownership of non-buildable lands or common open spaces;
3. A detailed list describing any portion of the studies and reports listed in section 12D-117(B) the developer(s) feels may not be necessary for development of the subdivision; and the reasons why such studies or portions thereof ought to be waived or modified.
4. Other materials or documents as identified or required by the DRC during the pre-application meeting such as:
- a. Any maps and narratives required by any other provisions of the City's ordinances.