



*Dedicated to the vision of a self-sufficient rural community with a unique country lifestyle.*

# BLUFFDALE CITY

14175 South Redwood Road  
Bluffdale, Utah 84065  
(801) 254-2200  
(801) 253-3270  
[www.bluffdale.com](http://www.bluffdale.com)

## Application Form

***This application form must be completely filled out in order to be processed.  
Incomplete applications will not be accepted.***

### SITE PLAN

Date of Application: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel(s) (Use Salt Lake County tax ID number): \_\_\_\_\_

Name of Subdivision (if applicable): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Property Owner(s) Name(s) (if different from the applicant): \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Owner(s) Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Indicate which type of site plan:

- Commercial
- Industrial
- Religious/Civic
- Other

- Completed Application Form
- Affidavits from the property owner(s) and agent authorization (if applicable)
- Fee: \$350
- Four (4) 24x36 copies and one (1) 11x17 copy of the proposed Site Plan drawings
- Salt Lake County parcel maps (with aerial photography if available) and legal descriptions
- Double first class postage, or payment, for all properties within 1,000 feet of the subject

property (two public hearings required).

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**Applicant Affidavit**  
**PROPERTY OWNER**

STATE OF UTAH )

) ss

COUNTY OF SALT LAKE )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the Bluffdale City Planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_(Property Owner)

\_\_\_\_\_(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary)Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner( s) of the real property described in the attached application, do authorized as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_(Property Owner)

\_\_\_\_\_(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

### Requirements for a Site Plan:

Please ensure that all items have been addressed as required on this checklist. Incomplete applications will not be processed by the City.

- A certified occupancy survey at a scale no smaller than 1" = 100' showing the deed boundary, all deed boundaries of adjacent parcels, and all existing natural and man-made features, such as fences, ditches, buildings, etc., within fifty (50) feet of the property line.
- A set of development plans showing the information required in this section. The information required by each subsection shall be shown on separate sheets. Plans shall be drawn at a scale no smaller than 1" = 100'. Except for the landscaping plan, the plans shall be prepared, stamped and signed by a professional engineer licensed by the State of Utah. The Zoning Administrator shall reasonably determine the number of sets of plans required to undertake the review required by this section. Four (4) sets of plans of 24"x 36" and one (1) 11"x 17", shall be provided. All sets of plans will be provided in electronic format, including CAD drawing files, and any images, or other pertinent data as determined by the Zoning Administrator.
- Parcel map(s) from the County Recorder's office showing the subject property and all property located within four hundred (400) feet thereof.
- Site plan showing the following:
  - All facilities related to the project located within two hundred fifty (250) feet of the site boundary.
  - Layout, dimensions, and names of existing and future road rights-of-way. (New street names must be approved through the Salt Lake County Recorder.)
  - Project name, North arrow, and tie to a section monument.
  - The boundary lines of the project site with bearings and distances.
  - Layout and dimensions of proposed streets, buildings, parking areas, and landscape areas.
  - Location, dimensions, and labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, mechanical equipment, etc.
  - Location of man-made features including irrigation facilities, bridges, railroad tracks, and buildings.
  - A tabulation table, showing total gross acreage, square footage of street rights of way, square footage of building footprint, square footage of total building floor area, square footage of landscaping, number of parking spaces, and square footage of impervious surfaces.
  - Identification of property, if any, not proposed for development.
- Grading and drainage plan showing the following:
  - North arrow, scale, and site plan underlay.
  - Topography at one (1) foot intervals.
  - Areas of substantial earth moving with an erosion control plan.
  - Location of existing water courses, canals, ditches, springs, wells, culverts, and storm drains, and proposed method of dealing with all irrigation and waste water.
  - Location of any designated flood plain and/or wetland boundaries.
  - Direction of storm water flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off site facilities, and off site drainage

facilities when necessary. Drainage plans shall facilitate a ten (10) year storm event. The discharge rate off-site shall be restricted to one-tenth (0.1) cubic ft./second, or less where off-site facilities to accept storm water are limited.

- Hydraulic and hydrologic storm drainage calculations using a ten (10) year storm event. One hundred (100) year events may need to be accommodated in certain location in the path of major drainages.
- Utility plan showing the following:
  - North arrow, scale, and site plan underlay.
  - All existing and proposed utilities including but not limited to: sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
  - Minimum fire flow required by the current fire codes adopted by the Unified Fire Authority of Greater Salt Lake for the proposed structures, and fire flow calculations at all hydrant locations.
  - Location and dimensions of all utility easements.
  - A letter from sewer and water providers, addressing the feasibility and their requirements to serve the project.
- Landscaping plan, consistent with the requirements of this Chapter, showing the following:
  - North arrow, scale, and site plan underlay.
  - Sprinkler system layout and type of heads.
  - Flow rate assumed for sprinkler system.
  - Plant materials and location, including species and size.
  - Any other information required by this Chapter.
- Architectural renderings (building elevations) for all buildings showing the following:
  - Accurate front, rear, and side elevations drawn to scale.
  - Exterior surfacing materials and colors, including roofing material and color.
  - Outdoor lighting, furnishings and architectural accents.
  - Location and dimensions of all signage proposed to be attached to the building or structure.
- Soils report.
- Any necessary agreements with adjacent property owners regarding storm drainage or other pertinent matters.
- Evidence of compliance with all applicable federal, state, and local laws and regulations as may be requested by the Zoning Administrator.
- Traffic impact analysis, if requested by the City Engineer or the Planning Commission.
- Warranty deed or preliminary report of title.
- Wastewater discharge approval from South Valley Water Reclamation Facility, if required by the South Valley Water Reclamation Facility.

## **Commercial Development Site Plan**

### **Contents:**

1. Purpose and Intent
2. Approval Process
3. Large Scale Development Review
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### ***12.8.1 Purpose and Intent***

The purpose of this Chapter is to define the requirements, approval process, and appeals process for commercial, industrial, manufacturing, research and development projects and site plans. It is the intention of this application to provide an efficient, yet thorough development review and allow the applicant to obtain approval of a building permit in a timely manner.

Each commercial, industrial, manufacturing, or research and development project reviewed under this application is also subject to the requirements of the zone in which the proposed project is located.

### ***12.8.3 Approval Process***

Any proposed commercial, industrial, manufacturing, or research and development building or site plan that does not require more than fifty (50) parking spaces in accordance with Section 12.4 of the Bluffdale City Zoning Ordinance and/or does not contain more than fifteen thousand (15,000) square feet of floor space shall be approved administratively by City staff. Approval shall be in accordance with all of the laws, ordinances, and resolutions of Bluffdale City, the State of Utah, and the United States. On large commercial projects, staff will provide information to the Planning Commission and City Council, at their regular meetings, regarding the proposed site plan, building locations and, if known, types of businesses.

Any project determined by staff likely to have a significant impact on traffic, environmental quality, lighting, compatibility of uses, or the health, safety, or general welfare of the surrounding properties, property values, or residents shall be submitted to the Planning Commission and City Council for their review. The Planning Commission may recommend and the City Council may hold a public hearing on any proposed Site Plan.

The following list represents development approvals that will not be processed administratively. These developments must receive a recommendation from the Planning Commission following a public hearing with at least a fourteen (14) day notice, and approval from the City Council following a public hearing with at least a fourteen (14) day notice.

1. Subdivisions of land. All subdivisions are approved by the City Council in accordance with the Subdivision Ordinance.
2. Commercial, industrial, manufacturing, or research and development site plans which are required to provide fifty (50) or more parking spaces in accordance with Section 12.4 herein.
3. Commercial, industrial, manufacturing, or research and development buildings that contain more than fifteen thousand (15,000) square feet of floor space.
4. Any project determined by staff likely to have a significant impact on traffic, environmental quality, lighting, compatibility of uses, or the health, safety, or general welfare of the surrounding properties, property values, or residents.
  - a. Any project determined by staff likely to have significant impact on the surrounding properties, property values, or residents shall be submitted to the Planning Commission for their review and recommendation. The Planning Commission recommendation will be presented to the City Council for final approval.
  - b. The City Council may choose to have a public hearing on any project likely have significant impact on the surrounding properties, property values, or residents.

### ***12.8.4 Large Scale Development Review***

Any proposed commercial, industrial, manufacturing, or research and development building or site plan that can not

be approved administratively by City staff in accordance with Section 12.8.3 herein shall be submitted to the Planning Commission for their recommendation. The Planning Commission shall recommend approval, approval with conditions or denial of the application. The City Council shall approve, approve with conditions, or deny the proposed commercial, industrial, manufacturing, or research and development building or Site Plan. The City Council may choose to have a public hearing on any project likely have significant impact on the surrounding properties, property values, or residents.

#### ***12.8.5 Parcel Improvements***

Each parcel approved in accordance with this Section shall satisfy all applicable requirements of this Ordinance, the Subdivision Ordinance, as well as any applicable requirements of the Design Guidelines and Standard Specifications of the City.

#### ***12.8.6 Landscaping Requirements***

All areas not covered by approved buildings and structures or required parking, must be completely landscaped and maintained using an automatic irrigation system. A complete landscaping plan is considered part of the application. Each landscaping plan shall include the types and sizes of all planting materials along with plans for an automatic irrigation system. All landscaping plans shall meet or exceed the following standards.

1. There shall be a minimum of one evergreen no less than eight (8) feet in height or deciduous tree with no less than one and one half (1 ½) inch caliper for every five hundred (500) square feet of land not covered by an approved building or required parking.
2. There shall be a minimum of one five gallon or larger shrub for every two hundred (200) square feet of land not covered by an approved building or required parking.
3. All area not covered by an approved building, required parking, trees or shrubs shall be covered by grass or another acceptable ground cover such as bark, wood chips, clean gravel, or rocks. Dirt, weeds and similar materials are not considered acceptable ground cover.
4. Planting areas shall be attractively landscaped with shrubs, flowers, and other plant materials. Weeds, wild grass, garbage and other distracting materials shall be eliminated from planting areas on a regular basis.

#### ***12.8.7 Design Standards***

If enacted in a particular zone, all developments shall satisfy the design standards adopted by the City. Design requirements may include restrictions on building size, colors, styles, lighting, and other design criteria.

If specific design standards have not been adopted, all developments shall be reviewed for compatibility with surrounding uses in respect to building size, traffic circulation, massing, uses, colors, lighting and any other appropriate design review.

#### ***12.8.8 Assurances for Completion of Improvements***

Assurances for completion of improvements shall be consistent with the requirements found in the Subdivision and Zoning Ordinances of the Bluffdale City Code.

#### ***12.8.9 Appeal Procedure***

Any applicant or person aggrieved by any application processed under this Chapter shall appeal the decision, within fourteen (14) days of the decision, to the City Council.