



**MAPLETON CITY CORPORATION**  
**PROJECT & SITE PLAN APPLICATION**

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION** in order for Mapleton City to process and review your request. It is the minimum required to review projects. If all the information is submitted, then your application will be considered complete and processed. If any of the information is not submitted, then your application will be returned to you, along with all submitted drawings, until the application is complete.

Process: Once a complete application is received by Mapleton City, it will be scheduled to appear before the Mapleton City Development Review Committee (DRC). Once all DRC concerns have been addressed the application for Project or Site Plan approval will be placed on a Planning Commission Agenda.

**PLANNING COMMISSION REVIEW PROCESS**

- [ ] 4 sets (24"x36") of site plans, site improvement drawings, rough floor plans and elevations.
- [ ] 4 – 11"x17" copy of each drawing.
- [ ] Computer disk, with computer generated site plan layout (AutoCAD/PDF Format)

**PROJECT PROPERTY DESCRIPTION**

- [ ] North arrow, minimum scale of 1"=50', date, a vicinity map with ¼ mile radius centered on project.
- [ ] Certified survey (if applicable), including names and addresses of developer, engineer, surveyor, project, adjoining property owners and identification of all streets adjoining project.
- [ ] Legal description.
- [ ] Multiple properties combined into one lot or parcel by subdivision plat, if applicable.
- [ ] Location of all existing and proposed structures

**SITE PLAN**

- [ ] Dimensions of existing and proposed property lines.
- [ ] Distance from buildings to property lines.
- [ ] Square footage of existing and proposed structures.
- [ ] Use of existing and proposed structures (i.e. office, school, retail, etc.).
- [ ] Type of fire protection systems proposed (i.e. sprinkled)
- [ ] Location of all fire hydrants within 500'.
- [ ] Trash storage container location, size, and how enclosed.
- [ ] 8' public utility easement along all property lines, and show any easements or rights-of-way.
- [ ] Location of existing easements or right-of-way.
- [ ] Location of existing power, telephone, and cable facilities, including poles, anchors, transformers, and connection pedestals.
- [ ] Areas devoted to public or open space use.

- [ ] Proposed density range for each phase, if applicable.
- [ ] An existing future site analysis plan which shows: Slopes over 25%, wetlands, watercourses, drainage channels, 100 year flood plains, potential landslide areas, fault lines, rock fall areas, or any other sensitive land area. Also, locations of significant woodlands, tree lines, open fields or meadows, scenic views, rock outcrops, roads, power lines and trails.

### **PARKING**

- [ ] Parking space dimensions, including back up area, ingress and egress.
- [ ] Parking space count (to meet Mapleton City Code)\*.
- [ ] Parking for person with disabilities.
- [ ] Landscaped areas in the parking lot (required for projects with 6 or more parking spaces)\*.

### **LANDSCAPING**

- [ ] A landscaping plan shall be submitted as set forth in Chapter 17.20 of the Mapleton City Code.
- [ ] Location of landscaped area, showing existing and proposed landscaping as set for in Chapter 17.20 must be submitted, if applicable.
- [ ] Types and sizes of materials existing and proposed.
- [ ] Percent of landscaping.
- [ ] Proposed and existing walls or fences
- [ ] Proposed and existing sprinkler/irrigation system.
- [ ] Results of site inspection conducted by Utility Forester, if applicable.

### **BUILDING DRAWINGS**

- [ ] Exterior elevations of proposed building, indicating roofing materials, type of construction, exterior materials and colors.
- [ ] All existing and proposed signs.
- [ ] Total square footage for all floors, including rough floor plans.
- [ ] Note all existing buildings proposed for use or for demolition.

### **UTILITIES**

- [ ] Location and size of existing and proposed water, sewer mains, laterals, power lines and utilities, gas lines and utilities, telephone utilities and connections.
- [ ] A utility site plan for layout and design of new electrical facilities.

### **DRAINAGE**

- [ ] Location of existing and proposed storm drain structures.
- [ ] Proposed drainage system.
- [ ] Location of irrigation pipes, ditches, canals, or waterways.
- [ ] Detailed drainage plan, with calculations based on a 25 year storm event, including total impervious surface area, drainage flows from roofs or parking structures.

- [ ] Sump details, with calculations

### **GRADING**

- [ ] Detailed grading plans, including topography at no greater than two (2) foot contours, retaining walls, methods used to drain surface water away from structures and adjoining properties.
- [ ] Indicate that driveways are 2% minimum grade up from street to structure to prevent surface water from entering structure.

### **OWNERSHIP**

- [ ] Proof of single ownership or control of the subject property by title report, deeds, etc.

### **OTHER INFORMATION**

- [ ] Other information may be submitted or required, which may aid or be used to determine if a proposed project complies with applicable requirements set forth in the Mapleton City Code.

\* City Ordinances are available upon request or on our website at [www.mapleton.org](http://www.mapleton.org) under City Code.

# APPLICATION

## MAPLETON CITY PLANNING DEPARTMENT

125 West Community Center Way (400 North), Mapleton, Utah 84664

APPLICANT Please Note: East approval process has a Checklist which specifies what information is required in order for your Application to be completed and ready for processing. Before completing the Application, please review the checklist; submit all the information it requests with your Application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** If you need help or have questions please ask to speak to the appropriate coordinator.

Type Project (Subdivision, Rezone, TDR, Variance, etc.) \_\_\_\_\_

Name of Project \_\_\_\_\_ No. Lots/Units \_\_\_\_\_

Property Address \_\_\_\_\_ Approx. Acreage: \_\_\_\_\_

Utah County Tax Identification Number(s) \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Name of Applicant/Agent \_\_\_\_\_

Applicant/Agent's Address (Street) \_\_\_\_\_

(City, State) \_\_\_\_\_ (Zip) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Phone (H) \_\_\_\_\_ Fax \_\_\_\_\_

Name of Property Owner (if different) \_\_\_\_\_

Property Owner's Address (Street) \_\_\_\_\_

(City, State) \_\_\_\_\_ (Zip) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Phone (H) \_\_\_\_\_ Fax \_\_\_\_\_

Architect/Engineer/Surveyor \_\_\_\_\_ Phone (W) \_\_\_\_\_

I declare under penalty of perjury that I am the owner or authorized agent for the property which is the subject of this request, and that the statements, answers, and documents submitted in connection with this application are true and correct.

Signature of Owner or Agent \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

### DO NOT COMPLETE BELOW THIS LINE

Received By \_\_\_\_\_

Type of Application \_\_\_\_\_

Date Received \_\_\_\_\_

Zone \_\_\_\_\_

Requested Zone (if applicable) \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

Subdivision:

Preliminary Plat \$ \_\_\_\_\_

Final Plat \$ \_\_\_\_\_

Per Lot Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Rev. Statement # \_\_\_\_\_

Plans Received

Reduced Copy (2 sets)

AutoCAD file on disk

Number of copies, Full Sized \_\_\_\_\_

Comments: