



Community Development Department
1555 South 800 West Woods Cross, Utah 84087
Phone: 801-292-4421

SITE PLAN REVIEW APPLICATION

Is this application for an amendment to an existing site plan approval? (circle one) Yes No

Proposed Project Name: _____

Location: _____ Parcel ID Number: _____

Square Footage of Building: _____ Number of Units: _____ Current Zoning: _____

Size of parcel in acres: _____ Anticipated Water Usage: _____

Intended Use of proposed building(s): _____

Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Authorized Agent: _____ Primary Contact: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Engineer/Architect: _____

Mailing Address: _____

Phone Number: _____ Email: _____

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as part of this application are true, complete, and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Woods Cross City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Woods Cross City Zoning Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this ordinance, I also agree to allow the City Staff, Planning Commission, or City Council or appointed agents of the City to enter the subject property to make any necessary inspections thereof.

Property Owner

Date

THE FOLLOWING DOCUMENTS IN PDF FORMAT MUST ACCOMPANY THIS APPLICATION.

1. **Vicinity Map** showing the general location and indicating the approximate location of the subject parcel.
2. **Site Plan** prepared and stamped by a licensed and/or certified professional.
3. **Landscape Plan** Prepared and stamped by a licensed landscape architect and indicating the location, spacing, types, and sizes of landscaping elements, existing trees (in accordance), and showing compliance with the City’s off-street parking requirements, the City’s design guidelines and policies, and the requirements of the appropriate zoning district.
4. **Grading and Drainage Plan** which indicates the proposed grading and techniques for controlling and discharging drainage.
5. **Light Plan** which indicates the illumination of all interior areas, and immediately adjoining streets showing the location, candle power and type of lighting proposed in conformance with the City’s lighting standards.
6. **Elevations stamped by a licensed architect** showing all buildings, and other structures viewed from all sides indicating height of structures, percentage of building materials proposed, and color of all materials,.
7. **All the above items and any additional maps, drawings, and photographs** after a final review by city staff shall be submitted in PDF format.

FEES

- For new projects 1 to 5 acres in size:** \$400 for the first acre or fraction thereof + \$100 per acre or fraction thereof up to 5 acres + Deposit.
- For new projects greater than 5 acres:** \$400 + \$110 per acre or fraction thereof + Deposit
- For each submittal after 2nd submittal:** \$250 (This fee covers the cost of staff time, notices, etc. for each submittal.)
- Amendment to existing Site Plan Approval:** \$300 + Deposit

Deposit: \$2,500 (Each applicant will cover 100% of the city contract employee expenses charged to the city in association with the project.)

TO SUBMIT YOUR APPLICATION, please email the completed application form and required documentation listed above to permits@woodscross.gov. Once your application is received by the city, you will be emailed an invoice for the application fees. You must pay the fees before your application can be reviewed.

THREE WAYS TO PAY THE FEES:

1. You may pay the fee with a credit card by calling 801-292-4421, choosing “City Business” and “Make a Utility Payment” or by calling the Community Development Department at 801-292-4421 x 2002.
2. You may also pay in person at the, Woods Cross City Municipal Building, 1555 South 800 West, Woods Cross, Utah 84087. Please present your invoice when paying in person.
3. You may mail a check to Woods Cross Community Development Department at the address shown in #2. Please enclose your invoice with your check.