

CHAPTER 2.02 CONCEPT PLANS

Sections:

- 2.02.005 Purpose.
- 2.02.010 Concept Plan Required.
- 2.02.015 No Vesting With Concept Plan Review.
- 2.02.020 Submission of Application.
- 2.02.025 Form and Contents of Required Documents.
- 2.02.030 Public Notice.
- 2.02.035 Review Procedures.
- 2.02.040 Entitlements.
- 2.02.045 Appeals.

2.02.005 PURPOSE. This Chapter establishes the Concept Plan review process, submittal requirements, and duties of the Zoning Administrator and Development Review Committee regarding the review and processing of Concept Plans. The Concept Plan review process is a means for applicants, developers or property owners to receive input from the Zoning Administrator and Development Review Committee on a proposed development before incurring the costs associated with further stages of the approval process.

2.02.010 CONCEPT PLAN REQUIRED. A Concept Plan is an optional review process that the applicant may request prior to making application for a Preliminary Plat.

2.02.015 NO VESTING WITH CONCEPT PLAN REVIEW. The Concept Plan review does not create any vested rights to proceed with development in any particular configuration and developers may anticipate that the Zoning Administrator and Development Review Committee will raise other issues not addressed at the concept plan stage.

2.02.020 SUBMISSION OF APPLICATION.

A. Only property owners or their duly authorized agents shall make application for a Concept Plan on forms approved by the Zoning Administrator.

B. No Concept Plan application shall be processed without the submission of the application, all the supporting materials as required by this Chapter, and the processing fee. Incomplete applications shall not be processed under any circumstances. The time frame for when an application shall be submitted in order to be heard first at a Development Review Committee meeting shall be set by policy of the Zoning Administrator.

C. The application for Concept Plan review shall include the following:

1. An electronic copy in a pdf file format of each sheet of the Concept Plan.
2. Payment of all applicable fees as set by Resolution of the City Council.

D. A Preliminary Plat does not require the submittal of a Concept Plan. If a Concept Plan application is requested by the applicant, a Preliminary Plat may only be submitted once the Concept Plan application has been received and the review process has been completed.

2.02.025 FORM AND CONTENTS OF REQUIRED DOCUMENTS. The following materials shall be submitted with any application for a Concept Plan. The number of hard copies listed in 2.02.020 C, as well as the appropriate format of each listed below. The proposed Concept Plan, drawn to a scale of not more than one (1) inch equals one hundred (100) feet showing the following:

1. Property boundary with dimensions.
2. Property owner names and parcel numbers of all adjacent tracts of land.
3. Locations and widths of existing and proposed streets.
4. Configuration of proposed lots with minimum and average lot sizes.
5. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use.
6. Those portions of property designated as flood plain and slopes between twenty (20) and thirty (30) percent. See Section 2.06.100.
7. A summary tabulation table that includes the following information: total acreage for the proposed subdivision, number of lots, and dwelling units per acre.
8. General topography.
9. North arrow, stated scale and graphic scale, and date of drawing.

2.02.030 PUBLIC NOTICE.

A. Public Meeting. Twenty-four (24) hour notice of public meeting posted in at least three (3) public places or posted on the City website and Utah public notice website. No public hearing is required when presenting or discussing a Concept Plan as defined in this Chapter.

B. Notice to Applicant. Pursuant to Utah Code Annotated 10-9a-202 the Zoning Administrator shall: notify the Applicant of the date, time, and place of each public meeting to consider their Concept Plan application; provide to each Applicant a copy of each staff report, if a report is prepared, regarding their Concept Plan application at least three (3) business days before the public meeting; and notify the Applicant of any final action on their Concept Plan application.

2.02.035 REVIEW PROCEDURES. The Zoning Administrator shall review each application submitted to determine the completeness of the application. At a public meeting with the Development Review Committee (DRC) and the developer shall discuss the land use requirements of development, zoning ordinances, General Plan and applicable City ordinances pertaining to the development prior to proceeding with a Preliminary Plat.

2.02.040 ENTITLEMENTS. The Entitlement associated with a Concept Plan is the eligibility to submit an application for a Preliminary Plat review.

2.02.045 APPEALS. There is no appeal process with regard to Concept Plans.

REV 07.15
REV 10.15
REV 17.09
REV 17.15
ORD 18-15
ORD 19-02
ORD 19-11
ORD 20-05
ORD 21-06
ORD 24-01