

Heber City Planning Commission Application

75 North Main Street, Heber City, UT 84032
(435) 654-4830 Fax (435) 657-2543
www.ci.heber.ut.us



Project Information

Date submitted:	Zone:	Number (Office Use Only)	
Hearing Date Applied For:		Area:	
Project Name:			
Project Address		Units:	

Developer Information

Company / Contact:		Attn:	
Address:		Telephone:	
City:	State	Zip:	Alt. Telephone:
Email Address:		Fax:	

Engineer, Architect or Surveyor (When applicable)

Company / Contact:		Attn:	
Address:		Telephone:	
City:	State	Zip:	Alt. Telephone:
Email Address:			

City Development Process and Requirements

- 1. Staff Review Time:** Approximately 4 weeks prior to the meeting date depending on the amount of projects needing review. The more complete an application the less time it takes for corrections and redlines.
- 2. Development Review Committee (DRC):** See attached paperwork
- 3. Planning Commission:** Held 2nd and 4th Thursdays at 7:00 p.m.
- 4. City Council:** Held 1st and 3rd Thursdays at 7:00 p.m.

All meetings are held in the Heber City Council Chambers at 75 North Main Street.

- Fees: See Fee Attachment
- 3 FOLDED 24 x 36 copies & 20 FOLDED - 11 x 17 copies of the plat (all large plans to be folded to a 9 x 12 size so that the name of the plat is visible)
- 1 .pdf file of plat/plans under 2 mb in size.
- Completed Project Checklist

If any of these items are not submitted with the subdivision application City Staff maintains the right to deny the application

Check Applicable Request(s) Applying For:

Request	Fee
<input type="checkbox"/> Amend General Plan	\$500.00
<input type="checkbox"/> Annexation Fee (under 5 acres)	\$500.00

<input type="checkbox"/>	Annexation Fee (over 5 acres)	\$750.00 + 25.00 per acre
<input type="checkbox"/>	Small Subdivision/Lot Split	\$300.00
<input type="checkbox"/>	Subdivision Concept Approval	\$350.00
<input type="checkbox"/>	Preliminary Subdivision	\$300.00 + \$100.00 per lot
<input type="checkbox"/>	Final Subdivision	\$300.00 + \$100.00 per lot
<input type="checkbox"/>	Commercial Concept	\$200.00 + \$25.00 per acre
<input type="checkbox"/>	Commercial Final	Included in Concept
<input type="checkbox"/>	Preliminary Manufactured Home Park Plat	\$300.00 + \$25.00 per lot
<input type="checkbox"/>	Final Manufactured Home Park Plat	\$300.00 + \$25.00 per lot
<input type="checkbox"/>	Preliminary Recreational Vehicle Park Fee	\$200.00 + \$5.00 per pad
<input type="checkbox"/>	Final Recreations Vehicle Park Fee	\$200.00 + \$5.00 per pad
<input type="checkbox"/>	Duplex/Multi-Family Dwelling (up to 3 units)	\$300.00 + \$30.00 per unit
<input type="checkbox"/>	Owner Occupied Accessory Apartment Annual Renewal Fee	\$35.00 \$35.00
<input type="checkbox"/>	Duplex/Multi-Family Dwelling (over 3 units)	\$200.00 + \$25.00 per unit
<input type="checkbox"/>	Cottage Home Review	\$300.00
<input type="checkbox"/>	Zone Change	\$250.00 + \$25.00 per acre + costs
<input type="checkbox"/>	Conditional Use/Special Exception	\$200.00 + costs
<input type="checkbox"/>	Telecommunications Approval	\$100.00
<input type="checkbox"/>	Zoning Ordinance Change	\$750.00
<input type="checkbox"/>	New Zone	\$1,500.00
<input type="checkbox"/>	Plat Amendment	\$300.00
<input type="checkbox"/>	Lot Line Adjustment	\$150.00
<input type="checkbox"/>	Board of Adjustment	\$75.00
<input type="checkbox"/>	P C Planned Community Zone Master Plan Approval	\$1,500.00 + \$10.00 per lot
<input type="checkbox"/>	Preliminary Approval	\$300.00 + \$100.00 per lot/unit/eru
<input type="checkbox"/>	Final Approval	\$300.00 + \$50.00 per lot/unit/eru
<input type="checkbox"/>	COSZ Concept Approval	\$300.00
<input type="checkbox"/>	COSZ Preliminary Approval	\$300.00 \$100.00 per lot/unit/eru
<input type="checkbox"/>	COSZ Final Approval	\$300.00 \$50.00 per lot/unit/eru
<input type="checkbox"/>	COSZ Multi-Family	\$300.00 + \$30.00 per unit
<input type="checkbox"/>	MURCZ Approval – Commercial Portion	\$2,000.00 + \$200.00 per acre
<input type="checkbox"/>	Specific Development Pad Approval (under 10,000 s.f.)	\$300.00
<input type="checkbox"/>	Specific Development Pad Approval (10,000-60,000 s.f.)	\$600.00
<input type="checkbox"/>	Specific Development Pad Approval (over 60,000 s.f.)	\$1,800.00
	MURCZ Approval – Residential Approvals	
<input type="checkbox"/>	Concept	\$300.00
<input type="checkbox"/>	Preliminary Approval	\$300.00 + \$100.00 per lot/unit/eru
<input type="checkbox"/>	Final Approval	\$300.00 \$50.00 per lot/unit/eru
<input type="checkbox"/>	Apartments	\$200.00 + \$25.00 per unit

Applications are due at least four weeks prior to the requested meeting date. Acceptance of this application by the Planning and Zoning Department does not constitute a designation of this application as complete or complying with the provisions of the Zoning or Subdivision Ordinance.

I, the applicant, understand that the fees paid are to cover the costs of Heber City in processing my application and should those costs exceed the paid fees I am responsible for the additional amounts. I understand that all paid fees are non-refundable.

Signature of Applicant _____ **Date** _____

Heber City Planning Office
75 North Main Street
435-654-4830

Heber City Development Review Committee

The Heber City Development Review Committee (DRC) meets on the following dates for review of submitted Planning Commission application materials. All commercial, subdivision, lot splits, and zone change submittals require meeting with the Development Review Committee. Projects should be scheduled on the DRC Agenda at the time of Planning Commission Application Submittal and no later than 5:00 p.m. seven days prior to the meeting date to request a specific time slot between 1:00 p.m. and 3:00 p.m. Each time slot is 30 minutes, larger projects may request 60 minutes.

The purpose of the DRC meeting is to review each project, answer questions, and identify any issues that may need to be addressed in more detail by a petitioner for development or prior to going to the Planning Commission. The DRC meeting is intended for those proposing a subdivision, annexation petition, commercial development, lot-split or conditional use proposal. Those scheduled for a DRC meeting must be prepared with appropriate plans, including maps or documents which demonstrate the proposed features, streets, lots, and buildings within the proposed project, and location of nearby streets, canals, and water features in relation to the proposed project. The following major points are discussed at DRC meetings.

1. PLANNING AND ZONING STANDARDS

- **DEVELOPMENT APPLICATION PROCESS**
- **GENERAL PLAN:** (Future landuse, goals, policies, annexation policy plan)
- **ZONING ORDINANCE:** (Lot size, Lot width, Landuse, Setbacks, and Parking)
- **DEVELOPMENT FEASIBILITY:** (annexation contiguity, slope, ground water, shrink swell, wetlands, flood zone, special service district commitments, etc.)
- **DESIGN CRITERIA:** (Height, Width, Form, Mass, Style, Material, Color, Roof, Facades, Windows, Awnings, Signs, Storage, Garbage bins, Landscaping and trees, Pedestrian facilities, Other amenities)

2. ENGINEERING STANDARDS

- **SEWER:** (Sewer Master Plan, sewer line size, capacity, and location)
- **WATER:** (Water Master Plan, water right requirement, fire hydrants, water pressure, waterline fire flow, water line size, capacity, and location, water tank)
- **TRANSPORTATION:** (Street Master Plan, traffic studies, UDOT, road alignments, highway bypass, curb, asphalt condition, location, and requirements, shared parking and driveways)
- **STORM DRAINAGE:** (Storm Drainage Master Plan, retention and detention requirements, Water Source Protection Area, Flood protection and 100 Year Flood Zone)
- **PARKS:** (Parks Master Plan, trails, parks, sidewalk, open space)
- **IRRIGATION:** (Irrigation, pressurized lines, canals, ditches)
- **PUBLIC UTILITIES:** (Public Utilities, underground utility requirements, electrical lines, utility easement needs and locations, gas lines, telephone lines, street lights)

2010 HEBER CITY PLANNING COMMISSION

MEETING DATES AND SUBMITTAL DEADLINES

<i>Meeting Date</i>		<i>Submittal Deadline</i>		<i>Development Review Committee (DRC) Meeting</i>	
July	08, 2010	June	10, 2010	June	22, 2010
August	26, 2010	July	29, 2010	August	10, 2010
September	23, 2010	August	26, 2010	September	07, 2010
October	28, 2010	September	30, 2010	October	12, 2010