

# Spanish Fork City Site Plan Application

40 South Main Street, Spanish Fork, UT 84660  
(801) 798-5000 Ext. 31 Fax (801) 798-5005

[www.spanishfork.org](http://www.spanishfork.org)



A developer must submit the site plan drawings to be reviewed by City Staff. Once the site plan drawings are reviewed and all corrections are made the plans will be placed on the Development Review Committee Agenda. After DRC approval the developer will be required to submit 4 "clean" copies of the site plans to be signed by the City Engineer.

## Project Information

|                   |        |                           |
|-------------------|--------|---------------------------|
| Application Date: | Zone:  | Number (Office Use Only): |
| Project Name:     | Area:  |                           |
| Project Address:  | Units: |                           |

## Developer Information

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

## Engineer, Architect or Surveyor

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

## City Development Process and Requirements

- Staff Review Time:** Approximately 5 to 6 weeks depending on the amount of projects needing review. The more complete an application the less time it takes for corrections and redlines.
- Development Review Committee (DRC):** Held every Wednesday at 10:30 a.m.

**All meetings are held in the City Council Chambers at 40 South Main Street in Spanish Fork.**

- Site Plan Review Fees \$1,118
- Pre-application meeting with Planning Director, City Engineer
- 7 – Folded 24 x 36 copies & 2 – 11 x 17 copies of site plan (All plans to be folded to a 9 x 12 size so that the name of the plan is visible)
- Building elevations and landscaping plan
- A CAD file of site plan (.dwg, .dgn, or .dxf)
- Site Plan Basic Requirements checklist
- Soils report & storm drain calculations

**If any of these items are not submitted with the application City Staff maintains the right to return the application.**

## Site Plan Basic Requirements

In order to speed up the process of review the following items need to shown on all plans. Any items not shown could slow down the process of review and could be returned to the developer as incomplete.

### Required on Site Plans prior to Staff Review

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Proposed name of site plan and name and address of developer at lower right hand corner                |
| <input type="checkbox"/> | Name and address of engineer/architect/surveyor at the lower right hand corner                         |
| <input type="checkbox"/> | Licensed Land Surveyor Stamp and Signature   |
| <input type="checkbox"/> | Title block with name and location of project  |
| <input type="checkbox"/> | Vicinity map and north arrow and description of subdivision boundary                                   |
| <input type="checkbox"/> | Standard engineered scale – 1" = 100' or less  |
| <input type="checkbox"/> | Section tie/bearing of section line based on NAD27 State Plane Coordinates                             |
| <input type="checkbox"/> | Adjacent property with owners names and buildings with 200 feet (homes, sheds)                         |
| <input type="checkbox"/> | Existing fences  |
| <input type="checkbox"/> | Existing, platted streets with names and widths within 200 feet of proposed site                       |
| <input type="checkbox"/> | Existing water courses, culverts, and irrigation ditches   |
| <input type="checkbox"/> | Flood zones  |
| <input type="checkbox"/> | Existing power lines (labeled), gas lines, water mains, fire hydrants and valves with pipe size        |
| <input type="checkbox"/> | Existing sewer mains and manholes with pipe size   |
| <input type="checkbox"/> | Existing storm drains  |
| <input type="checkbox"/> | Existing easements - gas, water, sewer, power, etc..   |
| <input type="checkbox"/> | Proposed streets with widths   |
| <input type="checkbox"/> | Proposed change in water courses   |
| <input type="checkbox"/> | Proposed water mains, fire hydrants and valves with pipe size  |
| <input type="checkbox"/> | Proposed sewer mains and manholes, with sizes  |
| <input type="checkbox"/> | Proposed public utility easements (10 feet)  |
| <input type="checkbox"/> | Note on site plan if building will be sprinkled  |
| <input type="checkbox"/> | Proposed project phasing   |
| <input type="checkbox"/> | Minimum of 2 foot contours of existing elevations, with note that all vertical data is based on NAVD29 |
| <input type="checkbox"/> | Typical street cross section   |
| <input type="checkbox"/> | Building setbacks dimensions on the site plan  |
| <input type="checkbox"/> | Parking stalls (10x18)   |
| <input type="checkbox"/> | Lighting, signage plan and location and screening plan for mechanical equipment                        |
| <input type="checkbox"/> | Dumpster location – masonry 3-sided (note: same material used on building)                             |

### Surface drainage plan

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 25-year storm calculations and on-site retainage of 25-year storm |
| <input type="checkbox"/> | Design of .2 cfs/acre outlet to city storm drain system           |
| <input type="checkbox"/> | Spot elevations of proposed grade, FL and TBC                     |

### Table with the following information

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Total acreage of area proposed for development  |
| <input type="checkbox"/> | Total area and percent of site in landscaping (open space)                              |
| <input type="checkbox"/> | Total building area – separate areas for different uses (office, warehouse, shop, etc.) |
| <input type="checkbox"/> | Total number of parking spaces required and proposed (including ADA parking stalls)     |
| <input type="checkbox"/> | Total impervious area   |

### Required Prior to being placed on DRC Agenda

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | One 24 X 36, 11 x 17 and CAD file tied to NAD27 State Plane Coordinates with any corrections required by staff |
|--------------------------|--|

### Applicant Signature

\_\_\_\_\_

applicant signature

\_\_\_\_\_

date