

PL No. _____

Date _____

Application

Site Plan

A. Applicant's Name _____

Home Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____ Fax # _____

B. Contact Person or Engineer _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____ Fax # _____

C. Project Information

1. Name of Proposed Business _____

2. Address _____

3. Description of the Proposed Business _____

4. Sidwell/Tax ID# _____ Total Acreage of the Site _____

5. Current Zoning of the Proposed Site _____

Zoning of Adjacent Parcels: North _____ South _____ East _____ West _____

6. Current Use of the Land _____

7. Number of Existing Structures _____

8. Describe the Proposed Use and Structures for the Site _____

9. Did this Project Require a Rezone? Yes / No If Yes, PL# _____

10. Did this Project Require a Conditional Use Permit? Yes / No If Yes, PL# _____

All drawings and other requirements must meet Riverton City Engineering Standards and Development Standards as presented by ordinance. Please note that for your convenience, an application checklist is enclosed.

Applicant's Signature

Date

*****You will receive a letter following the Planning Commission and City Council meeting providing status of your application*****

PL No. _____

Date _____

APPLICATION CHECKLIST

SITE PLAN

TO BE COMPLETED PRIOR TO ACCEPTANCE OF APPLICATION

Project Name: _____

Project Address: _____

Date: _____

Pre-Application Conference

☐ Date ____/____/____ Staff Initial _____

Complete Application Items

- ☐ Ownership Affidavit Signed and Notarized
- ☐ Aerial Plat / Vicinity Map (1) One Copy (Obtained from the County Recorder's Office)
- ☐ Legal Description of Property (Obtained from the County Recorder's Office)
- ☐ Mailing Label Set - Address Labels of Legal Property Owners within three hundred (300) feet of your property (Obtained from the SL County Recorder's Office)

***The Salt Lake County Recorder's Office is located at:
2001 South State Street, Room N1600
Salt Lake City, Utah (801) 468-3391***

Required Maps and Drawings

Submitted to the Planning Dept. ____/____/____

(5) Five Full Size Sets (24x36 inch copies) and (1) One 11x17 inch copy of the following:

- ☐ Site Plan
- ☐ Landscaping and Irrigation Plan
- ☐ Grading and Drainage Plan
- ☐ Utility Plan
- ☐ Lighting Plan
- ☐ Signage Plan

(1) Copy of the following:

- ☐ Architectural Elevations - (1) One 24x36 inch copy and (1) One 11x17 inch copy
- ☐ Survey - prepared and stamped by a Utah Registered Land Surveyor
- ☐ Traffic Study (As Required)
- ☐ Materials Board (As Required)
- ☐ Additional Drawings (As Required)

Application Fees

☐ Fees Paid \$ _____

Please refer to the attached Riverton City Planning and Engineering Department Fee Schedule for required fees.

NOTES:

Please refer to the attached Ordinance, 12-310 Site Plan Review and Standards, for complete application requirement details.

Riverton City Use Only

☐ DRC _____

☐ PC _____

☐ CC _____

OWNERSHIP AFFIDAVIT

STATE OF UTAH)
COUNTY OF SALT LAKE) ss

I, (We) _____ being duly sworn, depose and say that I, (we) am (are) the owner(s)*, or authorized agent(s) of the owner, of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly, to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed _____ Signed _____
Property Owner Agent

Subscribed and sworn to me this _____ day of _____, 20_____

Notary Public
Residing in Salt Lake County, Utah

My Commission Expires: _____

AGENT AUTHORIZATION

I, (We) _____, the owner(s)* of real property at _____ do authorize as my (our) agent(s) to represent me (us) with regard to this application affecting the above described real property to appear on my (our) behalf before and City Boards considering this application.

Signed _____
Property Owner

Dated this _____ day of _____, 20_____, personally appeared before me, _____, the signers of the above instrument who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah

My Commission Expires: _____

*May be owner of record, contract owner, party to valid earnest money agreement, option holder or have other legal control of property.

Riverton City Planning and Engineering Department Application Fees

Fees are non-refundable once application has been made.

Effective July 1, 2001



* indicates advertising fees are required



Subdivision Fees

Preliminary Subdivision Plat *	
Minor Subdivision	\$440.00
4-49 lots	\$1,020.00
50-99 lots	\$1,390.00
100-149 lots	\$1,750.00
150 + lots	\$2,120.00
per lot fee	\$35.00
Final Subdivision Plat	
4-49 lots	\$1,160.00
50-99 lots	\$1,440.00
100-149 lots	\$1,720.00
150 + lots	\$2,000.00
+ per lot fee	\$100.00
Single Phase Subdivision *	
4-10 Lots	\$700.00
11-20 Lots	\$1,400.00
+ per lot fee	\$100.00

Zoning/General Plan Fees

Rezone (Advertising x2) *	
0-9 acres+	\$590.00
10-19 acres	\$770.00
20-50 acres	\$1,050.00
50 + acres	\$1,440.00
Text Change (Advertising x2) *	
Text Change	\$500.00
General Plan Amendment (Advertising x2) *	
0-9 acres+	\$500.00
10-19 acres	\$1,000.00
20-50 acres	\$2,000.00
50 + acres	\$2,500.00

Advertising

Newspaper Advertising	\$75.00
Per address processing fee	x \$0.45

Sub-Total

Commercial Site Plan Fees

Site Plan *		+ Per acre	
0-5 acres	\$840.00	\$200	
6-10 acres	\$1,210.00	\$400	
11-20 acres	\$1,570.00	\$350	
20 acres or more	\$1,940.00	\$350	
Master Site Plan *			
0-5 acres	\$1,770.00		
6-10 acres	\$2,150.00		
11-20 acres	\$2,510.00		
20 acres or more	\$2,880.00		
Final Site Plan (Phasing of Master Site Plan)		+ Per acre	
0-5 acres	\$840.00	\$200	
6-10 acres	\$1,210.00	\$400	
11-20 acres	\$1,570.00	\$350	
20 acres or more	\$1,940.00	\$350	
Multi-Family/Condo Development *			
0-40 units	\$1,190.00		
41-80 units	\$1,840.00		
81-120 units	\$2,820.00		
120 + units	\$3,550.00		
Commercial Subdivision in Conjunction with a Site Plan *			
Minor Subdivision	\$440.00		

Miscellaneous Fees

Conditional Use *	
Conditional Use	\$200.00
Home Occupation	\$75.00
Sign Permit	
Temporary Signs	\$25.00 per sign
Permenant Signs	\$50.00 per sign
<i>Signs installed without permit pay double fee</i>	
Board of Adjustments*	
Board of Adjustments	\$150.00

Sub-Total

Total

SECTION 12-310

SITE PLAN REVIEW AND STANDARDS.

- 12-310-010 Purpose and Objective
- 12-310-020 Approval Required
- 12-310-030 Site Plan Development Standards
- 12-310-040 Special Provisions
- 12-310-050 Application
- 12-310-060 Issuance of Building Permit
- 12-310-070 Issuance of a Certificate of Occupancy
- 12-310-80 Failure to Begin and Complete Development

12-310-010 Purpose and Objective

A design review procedure is established in order to encourage adequate advance planning and thereby assure a good quality of environment for the City. Such procedure is intended to provide for orderly, harmonious, safe and functionally efficient development, and thus for the stability of property values and the general welfare of the community. It is not the purpose of this Chapter to so rigidly control design so as to stifle creativity or individual expression, or to cause substantial, unnecessary expense; rather, any control exercised is intended to be the minimum necessary to efficiently achieve the objectives stated above.

12-310-020 Approval Required

Site plan approval shall be required for all Class A developments that contain the following uses, together with any others for which it is required elsewhere in these Ordinances:

- A. Any industrial use.
- B. Any commercial use.
- C. Any institutional use.
- D. Any multiple-unit residential development.

12-310-030 Site Plan Development Standards

The following are standards required for all commercial buildings in any zoning district.

A. Site Plan Standards.

The entire parcel area shall be built upon, landscaped or paved in accordance with the zone district's open space and parking requirements.

B. Architectural Standards

1. Turn-of-the-Century Theme. All commercial development proposed east

of 2700 West Street, including office, hotel and retail, shall uphold the turn-of-the-century theme, as adopted in the Riverton City Commercial District Master Plan, in the architectural consideration of the development. This includes those zones designated as C-N, C-D, C-G and C-PO.

2. Mechanical Equipment. All mechanical equipment shall be located or screened and/or other measures taken so as not to be visible from any public or private street. Screens shall be aesthetically incorporated into the design of the building whether located on the ground or roof. Roof tops of buildings shall be free of any mechanical equipment unless completely screened from all horizontal points of view. Screening materials shall conform to the color scheme of the primary building. Measures taken to shield mechanical equipment from view, other than screening, must be approved by the City Council after recommendation from the Planning Commission.
3. Windows. Windows, other than rectangular windows, may be used as accents and trim. Untreated aluminum or metal window frames are prohibited. Buildings, where tinted glass or windows occupy more than thirty (30) percent of the total surface area, shall be considered a major color.
4. Building Lighting. Plans for exterior building lighting shall be approved as part of the Site Plan approval. Building lighting shall be shielded and directed downward so that the light source is not visible from beyond the property where the structure is located. Lighting shall not project above or beyond the property line.
5. Trash Enclosures, Storage Areas, and External Structures. Trash enclosures, storage areas, and other external structures shall be screened by landscaping, fencing, berms or other devices integral to overall site and building design. Trash and storage areas shall be comparable to the proposed or existing building and with surrounding structures. These areas

shall be well maintained and oriented away from public view. The consolidation of trash areas between businesses and the use of modern disposal and recycling techniques are encouraged. Chain link fences and fencing with vinyl slates are prohibited.

6. Prohibited Buildings and Materials.

- a. *Temporary buildings.* Temporary buildings shall not be permitted if they do not have prior approval by the Planning Commission.
- b. *Prohibited Materials.* Precast cement walls for developments are only acceptable if covered by brick, brick veneer, approved stone/rock or an approved masonry component. Such types of walls are also acceptable where the brick, stone/rock or approved masonry are integrated into the exterior side of the wall. Exceptions are given to areas not normally visible to public streets, parking areas or public access areas.

Concrete block buildings may be allowed, but must be of a design that is of quality design (such as combinations of split face block and standard block), but must receive approval by the Planning Commission and City Council. This type of building shall be limited to the C-R, C-N, and M-1 Zones only.

Prohibited siding materials, that are both aesthetically and functionally unsuitable because use and climate include: thick shake shingles, rustic frontier wood siding, plastic and vinyl siding, plywood or glass.

B. Landscape Guidelines.

Landscape guidelines are established to maintain the site qualities that exist in all commercial zones and minimize alteration, removal, or degradation of landscaping.

1. Landscape Planting Plan. All commercial and multi-unit developments shall be required to

submit a landscape plan prepared by a professional licensed Landscape Architect.

2. Installation Period. All yards or lots on commercial sites shall be planted and maintained in lawns, trees, or other plantings or landscaped features, except for yard areas covered by walls, driveways, parking lots and structures and working areas. Such landscaping shall be completed at the time of the final building inspection. However, in the case of special exception or inclement weather, the developer may escrow for the cost of landscaping, the amount to be determined by the City Engineer. In no case shall yards be maintained in artificial plantings or anything close thereto, or more than ten (10) percent of the yard as crushed rock or anything close thereto.
3. Parking in Landscaped Areas. Temporary or permanent parking within any required landscaped area, either for special sale or promotion, is prohibited.
4. Minimum Landscaping Components. Landscaping for commercial sites shall require a combination of sod (grass), trees, shrubbery, decorative rock or an approved ground cover that is of low maintenance and drought resistant. The use of sod as a ground cover shall be limited to seventy (70) percent of the total landscaped area. The remaining ground cover may be that which is listed above. All landscaped areas shall be maintained frequently by the property owner. Landscaped areas shall be irrigated by an irrigation system, which shall be shown as part of the Landscape Planting Plan, and approved by the Planning Commission.

Tree types and species shall be in compliance with the "Recommended Tree Species List for Riverton City". However, trees species not on the said list may be used if approved by the Parks Superintendent. All tree species and sizes shall reviewed by the Parks Superintendent and the Planning Department.

- a. A minimum of twenty (20) trees per acre shall be planted and maintained.
 - b. Trees shall be a minimum of one and one-half (1 ½) inch cal. to two (2) inch cal., or if evergreen seven (7) feet to nine (9) feet in height.
 - c. Where possible, a 60/40 mix of deciduous and evergreen tree species shall be used for on-site landscaping. The Planning Commission may require specific types of deciduous trees for spring and fall coloring.
 - d. Street trees with a minimum one-and-one-half (1 ½) inch caliper shall be installed along all public right-of-ways in the required park strip, by the developer of the property. The species-type, locations, and spacing of trees shall be as shown on the approved landscape planting plan, in compliance with designated streets within any City streetscape plans or according to the Riverton City Standards and Specifications for Irrigation and Planting of Streetscapes. Such trees shall be placed at intervals of no less than twenty-five (25) feet.
5. **Vegetation Removal and Tree Preservation.** Every effort to save all quality full size existing trees on a property proposed for development shall be made by the developer. All existing trees over ten (10) inches in caliper, along with tree types and tree locations shall be shown and submitted to the Planning Commission along with the landscape planting plan.

Trees that are removed with or without good cause, shall be replaced at the developer or owners expense with trees of a 2 inch caliper or greater, in compliance with the City's Streetscape Plan, unless otherwise approved by the Planning Department.

6. **Internal Circulation Roads.** Internal circulation roads shall be landscaped with street trees and streetside planters. The streetscape planting shall be consistent throughout the park to provide a unifying landscape theme.

Details for these areas shall be submitted with the landscape plan.

7. **Other Landscaping Regulations.** In cases where a building(s) is set back from any street, and parking is contained in the front or the side of a building(s), a landscaped strip of no less than ten (10) feet wide shall be placed between the sidewalk and the parking lot. Trees as approved by the City shall be placed in the strip and spaced no less than thirty (30) foot intervals.

D. Parking Lot and Street Lighting.

All parking lot light fixtures shall be installed to prevent light glare from adversely affecting adjacent properties. Pole mounted fixtures are required. Lighting of all pedestrian pathways is recommended.

Lighting will be judged as to how adequately it meets its intended purpose. Design and location of standards and fixtures shall be specified on the site development drawings. Intensities shall be controlled so that neighboring areas will not be adversely affected by glare or excessive direct light. All street lights and interior parking lot lights shall meet the adopted Riverton City design standards for lighting, and the adopted Street Lighting Policy within the Riverton City Standards and Specifications Manual.

E. Buffering / Screening Requirements.

Any commercial lot that abuts a residential or agricultural use shall be effectively screened by a combination of a wall, fencing, and landscaping of acceptable design. No chain link or wood fences are permitted as buffering or screening between commercial and residential. Masonry and solid white vinyl are suggested types of fences, and as circumstances require, one or the other may be required. Required walls or fences shall not be less than six (6) feet in height, unless a wall or fence of a different height is required by the City Council in consideration, by recommendation of the Planning Commission, as part of site plan review. Landscaped berms with sufficient trees may be reduced to 4-5 feet depending on specific adjacent uses. Such wall, fence and

landscaping shall be maintained in good condition with no advertising thereon. All developments shall have a minimum number of both deciduous and evergreen trees to provide for shade and visual relief.

F. Access Requirements.

1. Access Onto a Public Street. Access onto public right of ways shall not be closer than one hundred (100) feet from an intersection, nor another driveway on the same side of the street. When a parcel has less than two hundred (200) feet of frontage on a public right of way, then all necessary efforts shall be made to work collaboratively with adjacent property owners to share a common ingress and egress straddling the common property line.

2. Access Dimensions. For each commercial lot, access shall be provided and shall meet the following requirements:

Each roadway shall not be more than forty (40) feet in width, measured at right angles to the center line of the driveway except as increased by permissible curb return radii. The entire flare of any return radii shall fall within the right-of-way.

3. Interconnection. All parking and other vehicular use areas shall be interconnected with adjacent properties in order to allow maximum off-street vehicular circulation.

4. Acceleration and Deceleration Lanes. Acceleration and deceleration lanes shall be required on major arterials when deemed necessary by the City Engineer.

G. Off-Street Truck Loading Space

Every building, or structure built, remodeled or occupied after the effective date of this Ordinance for manufacturing, commercial trade, or other uses similarly involving the receipt or distribution by vehicles or materials or merchandise, shall have provided and maintained on the building's lot adequate space for standing, loading, and unloading of the vehicles in order to avoid

undue interference with public use of streets or alleys. Such space, unless otherwise adequately provided for, shall include a minimum of ten (10) feet by fifty (50) feet loading space with a minimum of fourteen (14) feet height clearance for every twenty thousand (20,000) square feet or fraction thereof in excess of three thousand (3,000) square feet of building floor used for the above mentioned purposes, or for every twenty thousand (20,000) square feet or fraction thereof in excess of three thousand (3,000) square feet of land used for the above mentioned purposes.

H. Utilities.

All utility lines shall be underground in designated easements. No pipe, conduit, cable, line for water, gas, sewage, drainage, steam, electricity or any other energy or service shall be installed or maintained upon any lot (outside of any building) above the surface of the ground except for hoses, movable pipes used for irrigation or other purpose during construction.

1. Grouping and Screening. Transformers shall be grouped with other utility meters where possible and screened with vegetation or other appropriate method.

2. Knowledge of Underground Utilities. Each contractor and owner/developer shall be responsible to know the whereabouts of all underground utilities. Protection of such utilities shall also be their responsibility.

3. Blue Stakes. Prior to construction, contact must be made with "Blue Stakes" to identify underground utility lines.

I. Grading and Drainage.

Drainage from any lot must follow current Riverton City requirements to show on site retention and a maximum allowable discharge of 0.2 cubic feet per second (cfs) per acre. Drainage shall not be allowed to flow upon adjoining lots unless an easement for such purpose has been granted by the owner of the lot upon which the water flows.

A site plan with grading, drainage, and clearing plans must be approved by the Planning Commission before any such activities may begin. Lot grading shall be kept to a minimum. Where possible, roads and development shall be designed for preservation of natural grade.

J. Secondary Water System and Dedication of Water Shares.

The developer(s) shall install or escrow for a secondary water system as per the Secondary Water Master Plan. The secondary water system shall meet all requirements and specifications as shall be recommended by the Riverton City Standards and Specifications Manual. In addition, the developer shall dedicate to the City secondary water shares in the amount of three (3) acre feet per developed acre or an amount comparable to the amount of landscaping within the site plan. This is calculated as 1acre feet of water per ten thousand (10,000) square feet of landscaping. In the case where a site plan has less than ten thousand (10,000) square feet of landscaping, the applicant may escrow for ½ acre feet of water with the City to be purchased at a later date.

K. Piping of Irrigation Ditches.

All existing irrigation ditches located on the site or straddling a site property line shall be piped with a sufficient size pipe and shall be approved by the City Engineer.

12-310-040 Special Provisions.

A. Uses Within Buildings.

All uses established in any commercial zone shall be conducted entirely within a fully enclosed approved building except those uses deemed by the City Council in consideration of the prior recommendation of the Planning Commission to be customarily and appropriately conducted in the open. Uses that qualify for this exception are vegetation nurseries, home improvement centers with lumber and/or vegetation nurseries, and outdoor cafe's or auto dealerships. Approved seasonal temporary uses, such as Christmas tree lots, shall be exempt from this requirement.

B. Business Moving Into Existing Buildings

New businesses moving into existing non-conforming buildings shall conform with the requirements of this section where possible.

B. Nuisances.

All commercial uses shall be from objectionable odors, noises, hazards or other nuisances.

C. Residential Conversions.

No existing residential lot in any commercial or residential district may be used or converted into a commercial use unless all of the standards set forth herein, are met including parking regulations, setbacks, landscaping and architectural design.

12-310-050 Application

Application shall be made by the property owner or an authorized agent on a form prescribed for this purpose by the City. Applicants for development approval must provide complete and accurate information regarding the specific site and the proposed use on the application. No application shall be processed until it has been reviewed for completeness and accepted by the Planning Department. Incomplete applications shall not be processed under any circumstance.

A. Pre-Application conference.

Prior to a complete application, a pre-application conference shall be held between the applicant and the planning staff, once the applicant can provide the following:

1. Concept Plan Fees.
2. Site Analysis. A site analysis is a plan view drawing demonstrating land constraints and existing features. These existing conditions may consist of the presence of boulders, existing man made features, significant trees, canal or ditches, access points or public right-of-way and existing conditions within two hundred (200) feet from the property line.
3. Conceptual Site Plan. A conceptual site plan may be a hand drawn, or preliminary drawing that will outline the building foot print, the area devoted to landscaping and the general concept of storm drainage.
4. Conceptual Elevations.

5. Vicinity Map.

B. Accompanying Maps and Drawings Required.

The information submitted with the application shall include five (5) 24 x 36 inch copies and one (1) 11 x 17 inch copy of the Site Plan, Landscaping Plan, Elevation, Drainage Plan, and shall indicate the following:

1. Ownership Affidavit. Statement of ownership and control of the subject property and a statement describing the nature of the intended use.
2. Vicinity Map. A general location map indicating the approximate location of the subject parcel.
3. Context Plan. A context plan shall include the existing features within two hundred (200) feet of the proposed site plan property line. Existing features include but are not limited to buildings, ingress and egress points, landscaping areas, pedestrian paths and property names.
4. Survey. A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel.
5. Site Plan. A site plan is hereby required and shall be prepared and stamped by licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals deemed necessary by the Planning Director. The City may require plans prepared by any or all of the above-noted professionals. A site plan shall contain the date, scale, north arrow and:
 - a. Boundaries of the subject parcel and the entire parcel (where the project does not occupy the entire parcel of which it is part).
 - b. Existing streets, watercourses, easements and other rights-of-way, and section lines.
 - c. Locations, dimensions and uses and heights of all proposed buildings and structures, including overhangs, porches, stair wells, and balconies; and

the locations of all structures on adjoining properties.

- d. Access points, provisions for vehicular and pedestrian circulation on and off site, interconnection to adjacent sites, and dimensions of such access and circulation.
 - e. Acceleration and deceleration lanes, and dimensions thereof, if required.
 - f. Off-street parking and loading areas complying with the City's Parking requirements, contained in Part 12-315 the Riverton City Code.
 - g. Screening and buffering provisions, including types and heights of existing and proposed buffering and fencing elements.
 - h. Location and treatment of refuse collection areas, storage areas, mechanical equipment, and external structures.
 - i. Location and size of existing utilities and general location of utility access points and hook ups.
 - j. Location, type and size of all business and on-site circulation signage.
 - k. Tabulation of square footage devoted to various land uses, ground coverage by structures and other impervious surfaces.
 - l. Location of existing and proposed curb, gutter, sidewalk, park strip and edge of asphalt, to be prepared, signed and stamped by a registered engineer.
 - m. Type of construction of all structures, presence or absence of fire sprinkling and location of existing and proposed fire hydrants.
 - n. Location of all existing and proposed secondary irrigation systems, both on site and on adjacent properties, including but not limited to ditches, pipes, and culverts.
 - o. A statement on the site plan that all applicable elements of the American's with Disabilities Act Accessibility Guidelines will be adhered to.
 - p. The piping of all existing irrigation ditches which affect the site.
 - q. The names of all adjacent property owners.
6. Landscaping Plan. A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types and sizes of landscaping elements, existing trees (in accordance with

12-310-030 of this Section), and showing compliance with the City's Parking Requirements, the City's design guidelines and policies, and the requirements of the appropriate Zoning Ordinance.

7. Grading and Drainage Plan. A grading and drainage plan which indicates the proposed grading and techniques for controlling and discharging drainage. The plan must include:
 - a. Topographical plans showing existing grades and proposed grades and elevations.
 - b. Location and elevations of all existing and proposed drainage facilities within the subject parcel and the general vicinity within one hundred (100) feet of the site.
 - c. Retention areas and ex-filtration systems.
 - d. Storm sewer piping and other appurtenances sizes and locations.
 - e. Contour lines at one-foot intervals.
 - f. A note indicating that all storm drainage facilities will conform to the City's construction standards and policies.
8. Lighting Plan. Lighting plan which indicates the illumination of all interior areas and immediately adjoining streets showing the location, candle power and type of lighting proposed, and in conformance with Riverton City standards.
9. Elevations. The elevations of all buildings, fences and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials.
10. Signage Plan. Section 12-630 R mandates that all signage for new construction shall be approved by the Planning Commission during the Site Plan approval process. All information to be provided for the Sign Permit shall be submitted concurrent with Site Plan application materials.
11. Traffic Impact Study. A traffic impact study (completed by a certified traffic engineer) may be required if it is estimated by the Planning Department that the project could generate trips for any given time period in

excess of five (5) percent of the existing volume of traffic on adjacent street systems. Said study shall include, but not be limited to, the following:

- a. An analysis of the average daily trips generated by the proposed project.
- b. An analysis of the distribution of trips on City street systems.
- c. A description of the type of traffic generated.

12. Fee. The application for any site plan review shall be accompanied by a fee set by resolution of the City Council.

C. Public Notice.

At least ten (10) days prior to the Planning Commission meeting at which the site plan is scheduled for review, the Planning Department shall mail to all owners of property located within three hundred (300) feet of the boundary of the proposed site plan a written notice of the time, date, and place where the Planning Commission will review and consider the site plan proposal. In addition, a notice shall be published at least one (1) time in a newspaper of general circulation at least ten (10) days prior to the Planning Commission public hearing. The developer shall have the sole responsibility to provide properly addressed, stamped envelopes to the Department including all property owners within three hundred (300) feet for mailing the required notice. The written notice shall also advise the property owner that he/she has the right to be present and the right to comment on the proposed site plan.

D. Development Agreement.

After Planning Commission approval and prior to being seen by the City Council, the City planning Staff shall produce a draft development agreement based on conditions and special provisions in the planning Commission minutes for that project. The developer shall review this document before being seen by the City Council. The City Council shall have final approval of this document.

E. Consideration in Review of Applications.

The Planning Commission and the Planning Director shall review the application and

consider the following matters, and others when applicable.

1. Considerations Relating to Traffic Safety and Traffic Congestion.

- a. The effect of the site development plan on traffic conditions on adjacent street systems.
- b. The layout of site with respect to location and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways.
- c. The arrangement and adequacy of off-street parking facilities to prevent traffic congestion, and compliance with the provisions of Part 12-315, City Code (Parking Requirements).
- d. The location, arrangement, and dimensions of truck loading and unloading facilities.
- e. The circulation patterns within the boundaries of the development.
- f. The surfacing and lighting of off-street parking facilities.

2. Consideration Relating to Outdoor Advertising.

- a. Compliance with the provisions of the City Sign Ordinance.

3. Consideration Relating to Landscaping.

- a. The location, height, and materials of walls, fences, hedges, and screen plantings to ensure harmony with adjacent development, or to conceal storage areas, utility installations, or other unsightly development.
- b. The planting of ground cover or other surfaces to prevent dust and erosion.
- c. The unnecessary destruction of existing healthy trees.

4. Consideration Relating to Buildings and Site Layout.

- a. Consideration of the general silhouette and mass, including location on the site, elevations, and relation to natural plan coverage, all in relationship to the character of the neighborhood.

- b. Consideration of exterior design in relation to adjoining structures in height, bulk, and area openings, breaks in facade facing on the street, line and pitch of roofs, and the arrangement of structures on the parcel. General compliance with the City's architectural design standards shall be considered.

5. Consideration Relating to Drainage. The effect of the site development plan on the adequacy of the storm and surface water drainage.

6. Fire Flow Requirements. Insurance that adequate water pressure and fire flow can be provided to this site as required by the Uniform Fire Code Appendix Table A-III-A-1..

7. Compliance. Consideration of the proposed project's compliance with the City's adopted General Plan, Zoning Ordinance, Land Development Regulations, Architectural Theme, and all other adopted ordinances, policies and standards.

F. Site Plan Application and Approval Process.

- 1. Development Review Committee. All persons seeking Site Plan approval shall submit an application to the Planning Department for review by the City's Development Review Committee (DRC). The DRC shall be composed of representatives of all affected City departments or other agencies which the Planning Director deems affected by any proposed development. The purpose of this review shall be to acquaint the applicant with the substantive and procedural requirements of this Chapter; to provide the applicant with information regarding applicable elements of the General Plan and the City's land development regulations; to provide such technical and design assistance as will aid the applicant, and to otherwise identify policies and regulations that create opportunities or pose significant constraints related to the proposed development. The information required for DRC review shall be established by the DRC and shall be contained on application forms and instruction materials prepared by the Planning Department. Upon review of all

information submitted, the DRC shall make findings and recommendations to the applicant regarding any inadequacies or possible modifications which should be made to the proposal. The DRC shall produce a written report of findings and recommendations for the applicant.

2. **Planning Commission.** Upon compliance with the Development Review Committee's recommendations, the revised application shall be forwarded to the Planning Commission for review and action. The Planning Commission shall review the application for compliance with the considerations listed in this Part. The Planning Commission shall then make a finding and recommendation of approval, approval with conditions, disapproval, or action may be postponed in order to further study the application or request additional information.
3. **Engineered Drawings.** Prior to being scheduled for any public meeting, the developer shall produce complete engineering drawings that shall receive Engineering Department and Development Review Committee approval.
4. **Planning Commission Recommendations.** Planning Commission recommendations and actions shall be transmitted to the City Council and incorporated into a development agreement between the City and the developer.
5. **Action.** The City Council shall review and take action to approve, disapprove, or to modify the same.
6. **Notification of Approval or Denial.** Upon the granting or denying of a site plan application, the Planning Department shall prepare and mail or deliver to the applicant a written statement of the decision, and in the case of a denial, the reasons therefore.
7. **Master Site Plans.** Where development proposals larger than five (5) acres seek Master Site Plan Approval to proceed in phases, the developer will be required to submit two (2) or more site plan applications. The first application shall be the Master Site Plan which shall address the following issues for the entire site: land use, open space and landscaped areas,

architectural guidelines, buildable square footage, parking requirements, access and circulation requirements, storm drainage and all preliminary calculations for infrastructure improvements and traffic impact mitigation related to a Traffic Impact Study. The proposal and accompanying documents shall be reviewed using the same procedure as any site plan application, except that the Development Agreement shall be prepared in advance of the Planning Commission public hearing, and, prior to submission to the City Council for final approval, shall be submitted to the Planning Commission for recommendation.

Each subsequent site plan application for each phase shall proceed much like a regular site plan application. At this level, the developer shall submit, in addition to the requirements of the Master Site Plan, all other requirements for a normal site plan, as listed in this section, except the Traffic Impact Study specified in subsection B-11 if submitted in connection with a Master Site Plan. In considering the matters specified in subsection E, the City shall limited its review to the details submitted in connection with the application for the subsequent site plan. These shall be reviewed and redlines corrected before being scheduled for a Planning Commission meeting.

The City Council may elect to delegate to the Planning Commission the final approval responsibilities for the each site plan phase. This shall be stated in the Development Agreement for the Master Site Plan. However, if one or more of the following conditions exists, Final Site Plan Approval must be obtained from the City Council, upon recommendation from the Planning Commission.

- a. The site plan deviates from the approved Master Site Plan.
- b. Previous phases have created unforeseen impacts requiring the re-evaluation of site standards for subsequent phases with respect to such impacts.

12-310-060 Issuance of Building Permit

Any building permit issued shall expressly require that development be undertaken and completed in conformity with the plans as approved by the City Council.

A. Application Compliance.

A building permit shall not be issued for any building or structure, external alterations thereto, or any sign or advertising structure until the provisions of this Section have been complied with.

B. Bonds.

In order to assure that the development will be constructed to completion in an acceptable manner, the applicant (owner) shall enter into an agreement and provide an escrow deposit similar to the requirements applicable to subdivision. The agreement and escrow deposit shall assure timely construction and installation of all required public improvements, including, but not limited to: landscaping, flood control facilities, parking, street improvements and other improvements required for site plan approval. In The applicant (owner) shall enter into an agreement and provide an escrow for 125 percent of the cost as estimated by the City Engineer. The developer may request eighty (80) percent of the amount for one line item to be released with authorization by the Development Review Committee, when that line item is 100 percent complete, inspected, and accepted by the City Inspector. Ninety (90) percent of the entire bond may be released when 100 percent of the site is complete, inspected, and accepted by the City. The remaining ten (10) percent will be held to insure that the improvements shall be maintained in a state of good repair for a period of twelve (12) months from the date of completion and acceptance by the City Inspector for all improvements bonded.

12-310-070 Issuance of a Certificate of Occupancy

A Certificate of Occupancy shall not be issued for any building or structure, external alterations thereto, or any sign or advertising structure, until the provisions of the approved site plan and/or written development agreement(s) have been completed.

12-310-080 Failure to Begin and Complete Development

If no substantial construction has occurred in a development which has been granted site plan approval pursuant to this Chapter within twelve (12) months from the date of approval, the Director of the Planning Department may revoke site plan approval. Extensions of time may be granted by the Director when such extensions will promote public health, safety and general welfare. Said extension must be requested within twelve (12) months of site plan approval and shall not exceed six (6) months.

For developments that are subject to a Master Site Plan, if the Development Agreement establishes the deadline for commencement of substantial construction, the provisions of the Development Agreement shall apply.

A. Geographic Information System Ordinance

1. Purpose. The requirements contained herein relate to the submission of data to the city for further development of the city's geographic information system, in order to facilitate the planning and management of the City.

2. Submission Requirements. At the time of the applicant's 90% bond release, the applicant shall provide as-built drawings in both of the aforementioned formats. If the applicant for the bond release is not the original applicant of record for a project, the applicant for the bond release shall still bear responsibility for submission of GIS data to the City as described herein. These drawings shall include the following:

- **Roadway system** (stop signs, stop lights, street signs, street lights, speed limit signs, centerlines, curb and gutter, sidewalks)
- **Culinary water system** (fire hydrants, water meters)
- **Secondary water system** (secondary water stop and wastes)
- **Lots** (closed boundary, lot number, lot size, address)
- **Dedicated land** (parks, trails)
- **Landscape** (trees)

The city reserves the right to request further information as directed by the city engineer.

- a. Data Formats. There are two formats that the data shall be submitted: (1) a CAD drawing in

AutoCAD Version R14 “.dwg” **and**
(2) a shapefile in ArcView 3.x. The
data shall be in the State Plane

Coordinate System with feet as the unit of
measurement. It shall be based on the
North American Datum of 1983 (NAD 83).
Ground elevation shall be specified if
feature is below the ground surface.

4. Construction Projects. Construction projects extending into the public right-of-way, where underground utilities could be identified, shall be required to submit geographic data on the utility or item in the aforementioned formats. The geographic data shall be submitted fourteen days upon completion of the project. The City will not release any bonds associated with the project until the GIS data has been satisfactorily submitted. The utilities include, but are not limited to gas lines, phone lines, water lines, secondary water lines, sewer lines, cable TV lines, fiber optic cables, power lines, storm drains, and irrigation items and ditches. The city reserves the right to request further information as directed by the city engineer.
5. Exemptions. Construction projects limited to single service laterals are exempt.

Projects with an estimated cost of less than \$50,000 may petition for an exemption with the city engineer prior to construction.