



# Site Plan Review Application

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah  
(801) 629-8930

Please print legibly and complete all areas

Project Name:

Proposed Land Use

Project Address:

Parcel #(s):

Project Contact:

Phone:

Address:

City:

State:

Zip:

E-mail address:

Property Owner's Name:

Address:

City:

State:

Zip:

Architect/Engineer Name:

Phone:

Email address:

## Submittal Checklist

Electronic (*preferred*) or paper submittal requirements

Please provide ONE of each of the following drawings:

- Site Plan (showing items 1-24 on back of page)
- Landscape Plan
- Copy of current County Plat (available at 2380 Washington Blvd or online at <http://www3.co.weber.ut.us/psearch/>)
- Storm Water Pollution Prevention Plan (SWPPP) and NOI, if applicable
- Grading and Drainage Plans, if not shown on Site Plan
- Storm Water Calculations
- Utilities Plan, if not depicted on Site Plan
- Exterior Lighting Plan, if not depicted on Site Plan
- Building Elevation drawings depicting architectural theme, building features and materials, and colors are required
- Detailed description of all proposed uses for building/site

The detailed description shall include at a minimum the property use(s) by area in square feet, the number of proposed units, parking location and number of stalls, and building materials where applicable.

### ELECTRONIC Plan Requirements

- All digital documents shall be submitted by email or on a DVD or USB thumb drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- **One** PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00- Cover Sheet CI-11- Index Sheet)

**PAPER Plans shall be scannable. Partial submittals will not be accepted for review.**

**Proposed work is:** Check all that apply  New Construction  New Addition  New Remodel  Site expansion  New Use

**FEES:** \$797 plus \$30 per every \$100k of project valuation

\$266 Minor reviews ~ single-family, duplex, additions under 10% and 2,000 sf

Each resubmittal past the second review due to inaccurate drawings or plan changes: **\$266**

**TOTAL Fees due:**

**Landscaping/Improvement Escrows:** Prior to a Building Permit being issued, the developer is required to establish a Financial Guarantee Contract with Ogden City for required landscaping and site improvements. The Financial Guarantee Contract is drafted by Ogden City and options are:

- ▶ Cash Escrow
- ▶ Irrevocable Letter of Credit Escrow
- ▶ Third Party Bank Escrow

**Signage:** Before installing a sign, you need to check with the Planning Department and Building Services for regulations. A separate permit is required for signage. A painted wall sign requires a Conditional Use Permit (see Planning Department for additional information.)

**Construction Plan Review:** Building plans may be submitted to Building Services for a Construction Plan Review (CPR) only by approval of the site plan Project Coordinator:

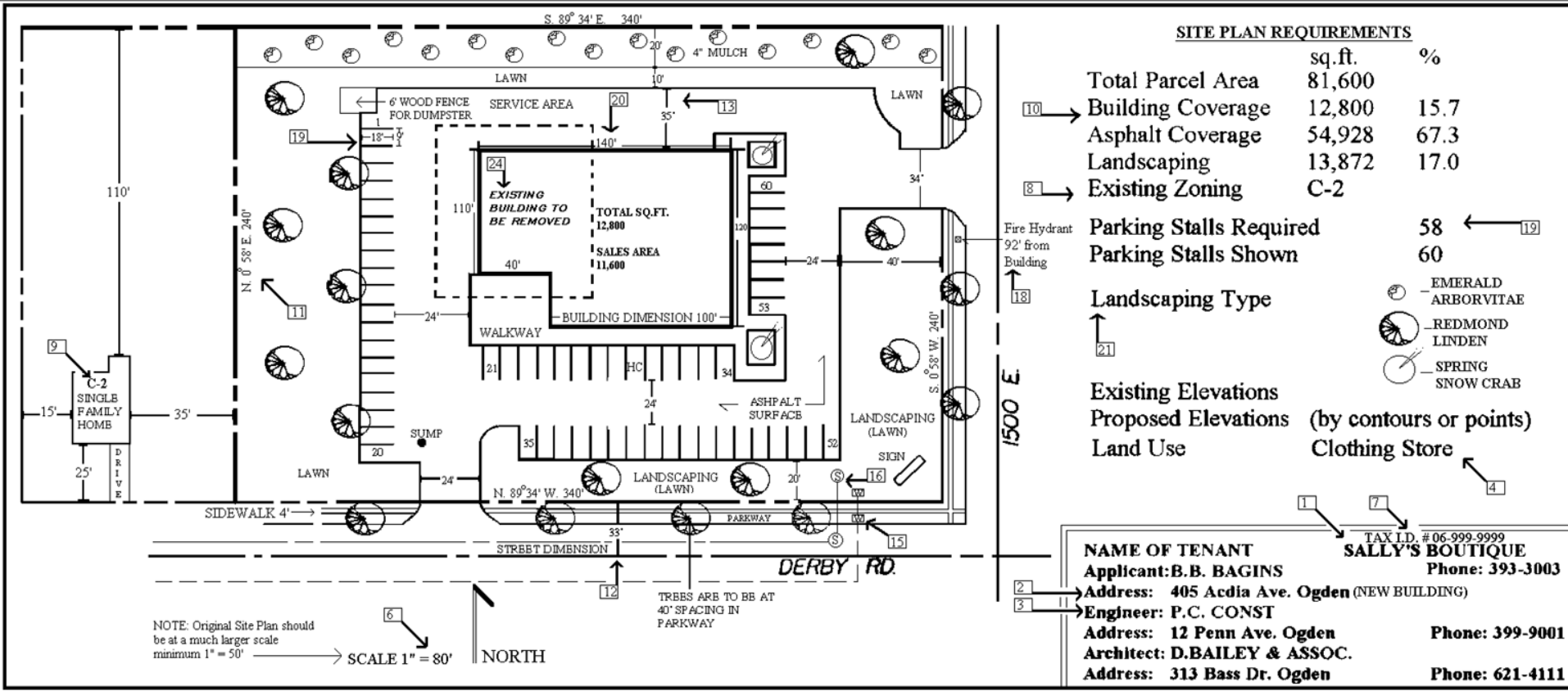
I have read the application and hereby certify that the information is correct. I understand that the Site Plan Review is valid for **eighteen months** from the date of the complete submittal.

Signature

date

**CHECK LIST FOR SITE PLAN REVIEW (1-24)**

- |  |  |  |
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| <ul style="list-style-type: none"> <li>1 Name of the proposed development.</li> <li>2 Name &amp; address of owner of property.</li> <li>3 Name and address of the preparer of the site plan.</li> <li>4 A statement describing the intended use of the development.</li> <li>5 A vicinity map oriented in the same direction as site plan.</li> <li>6 A north arrow &amp; scale (not less than 1:50).</li> <li>7 The tax ID number of the development site.</li> <li>8 The land use &amp; zoning of the development site.</li> <li>9 Adjacent land use &amp; zoning.</li> <li>10 Identify the percentage of property covered by buildings and hard surface.</li> </ul> | <ul style="list-style-type: none"> <li>11 A valid &amp; accurate legal description of the property. Property lines shall be shown with bearings &amp; dimensions.</li> <li>12 Adjacent streets shall be shown and identified, along with distance from centerline to property.</li> <li>13 Building setbacks and distances.</li> <li>14 Easements on property &amp; on abutting property that could be affected by the development shall be shown including plat book &amp; page.</li> <li>15 Off-site water service shall be shown, along with proposed service lateral &amp; meter location.</li> <li>16 Off-site sewer service shall be shown, along with proposed service lateral &amp; cleanout locations.</li> </ul> | <ul style="list-style-type: none"> <li>17 Grease trap locations, sizes &amp; construction information.</li> <li>18 Fire hydrant location &amp; distance from hydrant to bldg.</li> <li>19 Parking Info.: a.) parking calculations indicating the # of required regular &amp; H.C. spaces. b.) dimensions of parking angles. c.) vehicle stacking for drive-through uses.</li> <li>20 The geometric layout &amp; dimensions of proposed buildings, driveways, parking areas, loading areas, signs, structures &amp; other physical features of the development.</li> <li>21 A landscape plan is required.</li> <li>22 A grading &amp; drainage plan is required.</li> <li>23 Elevation drawings depicting architectural theme, building features, materials &amp; colors is required.</li> <li>24 Existing structures which will be removed from the site.</li> </ul> |
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**SAMPLE SITE PLAN**

**NAME OF TENANT** SALLY'S BOUTIQUE  
**Applicant:** B.B. BAGINS  
**Address:** 405 Acadia Ave. Ogden (NEW BUILDING)  
**Engineer:** P.C. CONST  
**Address:** 12 Penn Ave. Ogden  
**Architect:** D.BAILEY & ASSOC.  
**Address:** 313 Bass Dr. Ogden

**TAX I.D. #** 06-999-9999  
**Phone:** 393-3003  
**Phone:** 399-9001  
**Phone:** 621-4111

## Valuation Table for Planning Applications - July 1, 2023

Occupancy/Use	Valuation 2023	Per unit
A-1 Assembly, theaters	\$231.07	sq. ft.
A-2 Assembly, night clubs, restaurants, bars, banquet halls	\$205.65	sq. ft.
A-3 Assembly, churches, community halls, libraries, museums	\$189.68	sq. ft.
A-4 Assembly, arenas	\$230.07	sq. ft.
B Business	\$179.49	sq. ft.
E Educational	\$199.45	sq. ft.
F & H, Factory, industrial, hazard	\$95.83	sq. ft.
I-1 Institutional, supervised environment	\$189.67	sq. ft.
I-2 Institutional, hospitals	\$408.96	sq. ft.
I-2 Institutional, nursing homes	\$275.55	sq. ft.
I-3 Institutional, restrained	\$214.80	sq. ft.
I-4 Institutional, day care facilities	\$189.67	sq. ft.
M Mercantile	\$137.53	sq. ft.
R-1 Residential, hotels	\$192.64	sq. ft.
R-2 Residential, multiple family	\$149.80	sq. ft.
R-3 Residential, one- and two-family	\$167.37	sq. ft.
R-4 Residential, care/assisted living facilities	\$189.67	sq. ft.
S Storage	\$85.28	sq. ft.
U Utility, private garages, miscellaneous	\$66.48	sq. ft.
Parking lots, outdoors	\$2,000	stall
Landscaping	\$3.73	sq. ft.
Outdoor storage/display area	\$2.75	sq. ft.