



Design Development Review Process / Application

Congratulations on your decision to develop in Springdale. The Town is eager to assist you during the development process. Below is a brief outline of the design / development review process.

Springdale has challenging topography and geology that require attention in the design of new structures. Springdale also has sparse, yet hardy, natural vegetative communities that are easily damaged, but hard to replace. The Town also strives to preserve a sense of village scale in built structures, and to that end it has adopted design guidelines to help new development blend with the natural surroundings and promote the village character of the Town.

All these factors make building in Springdale more challenging than in most other communities. The Town's design / development review process is intended to help you navigate these difficulties as you move from concept, to design, to construction, and finally to occupation of your new structure.

The design / development review process includes the following steps:

1. Pre-application Conference / Site Review
2. Site Inspection
3. Application for Design Review / Site Analysis
4. Planning Commission Design Review
5. Building, Engineering, Utilities, Fire Review
6. Final Compliance Review / Building Permit Issued
7. Continued Monitoring and Compliance Inspections
8. Permit Final Inspection / Certificate of Occupancy

Pre-application Conference / Site Review

The first step in the development process is a pre-application meeting with you and Town staff. The meeting is informal and allows open communication between you and Town representatives. The Town's Planner, Engineer, and Utility Superintendent will be at the meeting, along with the Rockville / Springdale Fire District Chief. All applicable development standards and possible challenges you will need to be aware of will be discussed at the meeting.

Regular pre-application meetings are held the 1st and 3rd Thursday of each month at 10 AM in the Springdale Town Hall, 118 Lion Boulevard. Please contact Thomas Dansie at 435-772-3434 to be put on the pre-application meeting schedule. Please call at least 24 hours before the pre-application meeting you wish to attend.

You should attend a pre-application meeting before substantial work on building design has occurred. This will facilitate the most effective input from the Town representatives and could save you considerable time and expense in the design process.

Site Inspection

After the pre-application meeting the Town's Director of Community Development (DCD) will conduct a site inspection to identify any significant natural features on your building site. These features could include 30% or greater slopes, large stands of native vegetation, significant rock outcrops, washes, etc. The DCD will issue a written report of the site visit within 10 days of the inspection. ***You will be expected to account for the natural features identified in the DCD report in your building design.***

Application for Design Review / Site Analysis

Once you have received the DCD's site inspection report, you will prepare a "site analysis" to submit to the Planning Commission for review. A site analysis is a comprehensive inventory of existing natural and man made conditions on a site, as well as an analysis of how your proposed development will affect those conditions. The site analysis must also address issues discussed in the pre-application meeting and identified in the DCD's site inspection report. A copy of the site analysis requirements is included with this information.

It is important to note that the site analysis *does not* require fully engineered drawings of your proposed buildings. The drawings and plans of your buildings must accurately reflect the exterior design and appearance of the structure, but they do not need to be engineered. During the review process, there may be design changes or alterations required to bring your proposed building into compliance with applicable design standards. If you have already had your drawings engineered, even small design changes could be costly.

Once your site analysis has been submitted and found complete and you have paid the review fee, your development proposal will be scheduled for review in the next available Planning Commission meeting.

Planning Commission Design Review

In a public meeting, the Planning Commission will examine your proposed development for conformance with the applicable development standards and design guidelines. This is the most intense review of your development's design and appearance, as well as its impact on the natural and built environments. If the proposal is in compliance with all development standards and design guidelines, the Commission will approve the project.

If the Commission finds the proposal is not in compliance with all development and design standards, you will be directed to correct the deficiencies and resubmit the site analysis. The Commission will re-review your proposal at the next available meeting after you resubmit.

Building, Engineering, Utility, Fire Review

After the Commission has approved the design of your project, you will prepare a full set of engineered plans (electrical, mechanical, structural, roofing, framing, foundation and footings, window and door schedules, etc.) and submit them to the Town. The exterior design and appearance of your building and site shown on these plans must conform to the design and appearance approved by the Commission.

These plans will be distributed to the Town's consultants for technical review (Engineer, Building Inspector, Utilities Superintendent, Fire Chief).

Final Compliance Review / Building Permit Issued

After the consultants review and approve the engineered plans, the DCD will conduct a final review to ensure the approved engineered plans are in compliance with the Planning Commission's design review approval. If any significant changes to the structure's exterior appearance have occurred during the technical review process, the plans will be returned to the Planning Commission for review. "Significant changes" are any changes in the building height, changes in building size, changes in the location or orientation of the structure on the lot, changes in the location and/or size of doors and windows, changes in exterior building materials, alterations of the structure's footprint, increases in the amount of grading or in the height of cut and fill slopes, or any other change that would affect the exterior appearance of the structure.

If the project is still in compliance with the Commission's design approval after the technical review, a building permit will be issued and you may begin construction.

Continued Monitoring and Compliance Inspections

The DCD will conduct regular monitoring and compliance inspections of your project during the construction process. These compliance inspections are in addition to the required building inspections conducted by the Building Inspector. Building inspections focus on conformity with the technical requirements of the building code. Compliance inspections are intended to focus on conformity with the development standards and design guidelines of the zoning ordinance.

The monitoring and compliance inspections will include inspections of the structure's layout and setbacks, the structure's height, the location and size of windows, the amount of grading and excavation, and revegetation and landscaping requirements. Construction on the project may not proceed until all appropriate inspections have been passed. You will receive an inspection card outlining the required inspections that must remain onsite at all times during the construction process.

If at any time during the construction process the project is found to be out of compliance with applicable codes or the design review approval, a stop work order will be placed on the project. You will be required to either alter the work to come into conformance or resubmit a revised site analysis to the Planning Commission for review.

Permit Final Inspection / Certificate of Occupancy

The last step in the process is the issuance of the Certificate of Occupancy (C of O). Before the C of O is issued the DCD and the Building Inspector will conduct a final inspection of the construction. This inspection will ensure the structure is in compliance with the design approved by the Commission's. If the structure is in compliance with the design review approval, a C of O is issued. Once the C of O is issued the building may legally be occupied.

Approximate Timeline

The following timeline shows an estimation of the length of the review process.

Process	Time from last process	Elapsed Time
Pre-Application Meeting	0	0
DCD Site Visit	10 days	10 days
Submittal of Site Analysis	Depends on Applicant	3 to 4 weeks (Depends on Applicant)
Planning Commission Review	3 weeks (to allow for public notices)	7 to 8 weeks
Applicant Submits Engineered Drawings	Depends on Applicant	9 to 11 weeks (Depends on Applicant)
Engineering, Building, Fire, Utility Reviews	2 Weeks	11 to 13 Weeks
Final DCD Review / Permit Issued	1 Week	12 to 14 Weeks



TOWN OF SPRINGDALE

118 Lion Blvd PO Box 187 Springdale UT 84767 435-772-3434 fax 435-772-3952

DESIGN/DEVELOPMENT REVIEW APPLICATION

Application is hereby made to the Planning Commission of Springdale, Utah for Design / Development Review pursuant to Section 10-15-5 of the Springdale Town Code, for the following:

APPLICANT INFORMATION

Name _____

Street Address _____

Mailing Address _____

Email _____

Phones:
(Home) _____ (Cell) _____ (Fax) _____ (Business) _____

PROJECT INFORMATION

Briefly describe the proposed project _____

Project Address _____

Tax Code _____

Number _____ Zone _____

APPLICATION FEE

This application will not be considered complete until the appropriate filing fee has been paid.

- \$125 for projects reviewed by the DCD.
- \$500 for projects reviewed by the Planning Commission.
- \$150 for revisions to approved Design/Development Review.

This Application must be accompanied by a completed Site Analysis before it can be found complete.

APPLICANT CERTIFICATION

I certify that the information contained in this application and in the attached Site Analysis is true and correct.

Printed Name: _____

Signature: _____

Date: _____

Site Analysis Requirements

Applications for Design / Development Review must contain all of the following information.
(For minor projects reviewed by the DCD some of the requirements may be altered or waived)

Part I: Site Inventory

- 1. Existing Development / Natural Features Map showing**
 - a. Reference map showing property in relation to rest of community
 - b. North arrow
 - c. Property boundaries and dimensions
 - d. Existing zoning on property and on adjacent properties
 - e. Existing built structures on property
 - i. Location of buildings
 - ii. Height of buildings
 - iii. Setbacks of buildings to property lines
 - iv. Amount of existing impervious surface lot coverage
 - f. Topography with 2' contour intervals (5' if site is larger than 5 acres)
 - i. Highlight all slopes of 30% or greater (any 1 foot or greater elevation change in any 3 and 1/3 foot horizontal direction)
 - ii. Show any significant rock outcrops or large boulders
 - iii. Identify any other significant topographic features
 - g. Hydrology
 - i. Show any drainage running through or within 50 feet of the site
 - ii. Show the 100-year flood plain
 - iii. Show any drainage improvements on or within 50 feet of the site
 - h. Vegetation
 - i. Show the location and indicate the type of existing native trees
 - ii. Show the location of significant stands of native brush
- 2. Photographs showing viewsheds across property from valley floor / SR-9 and adjacent properties.**
- 3. Narrative describing traffic and access**
 - a. Indicate the property's legal access (public street, private lane, easement, etc)
 - b. Describe existing traffic conditions
- 4. Soils report and geotechnical engineer recommendations**

Part II: Land Use Proposal

- 1. Land use proposal overview**
 - a. Narrative description of proposed development, including:
 - i. Topography
 1. Amount of excavation / grading
 2. Number, heights, and percent grade of cut / fill slopes
 3. Measures taken to minimize amount of excavation / grading
 - ii. Hydrology
 1. Analysis of post development drainage in and near the property
 2. Measures taken to minimize run off to down stream properties
 3. Measures taken to minimize potential for onsite flooding
 - iii. Vegetation
 1. Number and description of existing trees to be removed
 2. Justification for removal of native vegetation

- iv. Description of anticipated traffic generation and measures taken to reduce effects of increased traffic (a traffic study may be required for commercial projects, if deemed appropriate by the Planning Commission or DCD)

2. Visual Analysis

- a. If the property is in the FR zone, include a discussion of site visibility and justification for consideration as a “normal” site (if desired). Include documentation such as:
 - i. Photographs of pole tests.
 - ii. Prints of computer models.
 - iii. Site photographs.
- b. For all projects, include details on design elements intended to reduce the visual impact of the proposal such as:
 - i. Measures taken to reduce glare and light trespass from windows.
 - ii. Landscape elements (vegetation, berms, walls) used to screen the view of proposed structures.

3. Site Plan showing

- a. Property boundaries and dimensions
- b. Proposed new buildings, structures, and other development as well as existing development to remain
- c. Required setback distances
- d. North arrow and scale
- e. Existing topography labeled with Above Sea Level (ASL) elevations
- f. ASL elevation of finished building pad (multiple measurements if terraced structure)
- g. Location of all impervious surfaces (include calculation of impervious surface coverage as percentage of lot area)
- h. Location of 100 year floodplain
- i. Ingress / egress to property as well as any roads, streets, lanes, or access drives on or adjacent to the site
- j. Location and dimensions of all required parking spaces
- k. Location of all utilities from main line connection to proposed structures
- l. Location of all exterior mechanical equipment, heating and cooling units, propane tanks, trash receptacles, etc. and method of screening
- m. Location of nearest fire hydrant, proposed fire lanes, and fire truck turn arounds
- n. Location and ASL elevation of benchmark which will remain undisturbed and in place during the entire course of construction

4. Grading plan in conformance with the requirements of chapter 10-15B of the land use ordinance showing

- a. Property boundaries
- b. Accurate pre-development contours in no greater than 2-foot contour intervals (5-foot contour intervals if the site is larger than five acres) shown as dashed lines
- c. Proposed post-development contours shown as solid lines
- d. Grading limits in conformance with section 10-15B-5
- e. Any areas of 30% or greater grade
- f. Location, height, and finished slope of all cut and fill slopes
- g. Engineered plans for slope stabilization if the project contains any cut or fill slopes steeper than 1.5:1 and greater than four (4) feet in height
- h. Finished pad elevation of all proposed structures
- i. Rock ledges, boulders, and native vegetation within the grading limits that will be preserved pursuant to the section 10-15B-4(A)
- j. Areas requiring revegetation as well as quantities, locations, sizes, and types of plants used to satisfy the revegetation requirements of section 10-15B-8
- k. Details regarding irrigation of vegetation used to fill the revegetation requirements of 10-15B-8

- l. A note indicating all areas outside of the grading limits will be fenced or tapped off during construction to prevent accidental or incidental disturbance of these areas
 - m. Color renderings, to scale, of any cut or fill slope over four (4) feet in height that will be visible from the valley floor or the SR-9 highway corridor
- 5. Landscape plan in conformance with the requirements of chapter 18 of the land use ordinance**
 - 6. Floor plan(s) including**
 - a. ASL elevation of the finished floor in each level of the structure
 - b. Locations of all proposed exterior doors and windows
 - c. Location of all cross sections (see below)
 - d. Total size of each level of the structure (including garages, covered porches, and covered patios)
 - 7. Building elevations from all directions showing**
 - a. Accurate locations and configurations of all exterior walls, rooflines, doors, and windows
 - b. Accurate representation of the contact between all exterior walls and finished grade
 - 8. At least two cross sections (drawn perpendicular to each other) at the tallest section(s) of the structure showing compliance with building height ordinance and identifying**
 - a. Natural grade
 - b. Finished grade (labeled as cut, fill, or uniform grade)
 - c. Building height envelope, in conformance with chapter 10-15A of the land use ordinance, drawn above the entire structure
 - 9. Outdoor lighting plan**
 - a. Show the locations of all outdoor light sources.
 - b. Provide details on methods of shielding and screening light sources.
 - 10. Color and material samples**

NOTE:

The Site Analysis should be on paper 8.5" x 11" (except that maps and plans should be larger, 11" x 14" or 11" x 17", folded to 8.5" x 11") and bound into one document. The binding should facilitate the document to lie flat when opened. The elements must appear in the order and organization presented above. The applicant must provide twelve (12) paper copies and one electronic PDF copy of the document for review or review.