

# 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 Page 3
3. **Planning Commission:** Held 2nd and 4<sup>th</sup> Thursdays at 6:00 p.m.
4. **City Council:** Held 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 7:00 p.m.

All meetings are held in the Heber City Council Chambers at 75 North Main Street (2<sup>nd</sup> Floor).

- Fees: See Fee Attachment on Page 2
- 3 FOLDED 24" x 36" copies of the plat or site plan; folded to 9" x 12" size so that the name of the plat is visible
- 4 FOLDED - 11" x 17" copies of the plat
- 1 .pdf file of all submittal documents
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- For Zone Map Amendments: A list identifying each owner of real property that will be affected by the proposed zoning amendment(s) and contains parcel information and mailing address for each owner.

**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	\$900.00 + \$25.00/ Acre
<input type="checkbox"/> Annexation Fee (under 5 acres)	\$1,500.00
<input type="checkbox"/> Annexation Fee (over 5 acres)	\$2,400.00 + 25.00/ Acre
<input type="checkbox"/> Small Subdivision	\$1,400.00 + \$100.00/Unit
<input type="checkbox"/> Subdivision Concept /Planned Community Master Plan	\$1,400.00 + \$5.00/Unit
<input type="checkbox"/> Subdivision Preliminary	\$1,600.00 + \$100.00/Unit
<input type="checkbox"/> Subdivision Final	\$2,800.00 + \$100.00 /Unit
<input type="checkbox"/> Commercial Development	\$2,400.00 + \$215.00/ Acre
<input type="checkbox"/> Subdivision Final Plan Renewal (for Subdivisions not expired)	\$500.00
<input type="checkbox"/> Commercial Final Development Approval	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	\$1,000.00+ \$5.00/Pad
<input type="checkbox"/> Final Recreational Vehicle Park Fee	\$1,000.00+ \$5.00/Pad
<input type="checkbox"/> Duplex/Multi-Family Dwelling (up to 3 units)	\$1,500.00+ \$30.00/Unit
<input type="checkbox"/> Zoning Map Amendment	\$900.00 + \$25.00/ Acre
<input type="checkbox"/> Combined General Plan Map and Zoning Map Amendment	\$1,200.00 + \$25.00/ Acre
<input type="checkbox"/> Road Dedication or Vacation	\$400.00
<input type="checkbox"/> Conditional Use/Special Exception	\$500.00
<input type="checkbox"/> Telecommunications Approval	\$300.00
<input type="checkbox"/> Zoning Ordinance Text or General Plan Text Amendment	\$1,000.00
<input type="checkbox"/> New Zone Adoption	\$1,500.00 + costs
<input type="checkbox"/> Plat Amendment	\$600.00 + \$25.00/Unit
<input type="checkbox"/> Lot Line Adjustment	\$200.00
<input type="checkbox"/> Board of Adjustment Appeal	\$200.00
<input type="checkbox"/> Appeal to City Council	\$250.00
<input type="checkbox"/> Planned Community Master Plan Approval	See Subdivision Concept
<input type="checkbox"/> Sign Permit	\$50.00 + \$5.00/Sign
<input type="checkbox"/> Predevelopment Conference or DRC (with no formal application)	\$200.00
<input type="checkbox"/> Zoning Certification or Administrative Interpretation	\$75.00

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** \_\_\_\_\_

**Application Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

Heber City  
Development Review Committee  
(DRC) Meeting

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

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 9:00 a.m. and 11:30 a.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)

# 2016 HEBER CITY PLANNING COMMISSION MEETING DATES AND SUBMITTAL DEADLINES

Submittal Deadline For Applications		Development Review Committee (DRC) Meeting		Planning Commission Meeting Date	
Step 1		Step 2		Step 3	
December	17, 2015	December	29, 2015	January	14, 2016
December	30, 2016	January	12, 2014	January	28, 2016
January	14, 2016	January	26, 2016	February	11, 2016
January	28, 2016	February	09, 2016	February	25, 2016
February	11, 2016	February	23, 2016	March	10, 2016
February	25, 2016	March	08, 2016	March	24, 2016

March	17, 2016	March	29, 2016	April	14, 2016
March	31, 2016	April	12, 2016	April	28, 2016
April	14, 2016	April	26, 2016	May	12, 2016
April	28, 2016	May	10, 2016	May	26, 2016
May	12, 2016	May	24, 2016	June	09, 2016
May	26, 2016	June	07, 2016	June	23, 2016

June	16, 2016	June	28, 2016	July	14, 2016
June	30, 2016	July	12, 2016	July	28, 2016
July	14, 2016	July	26, 2016	August	11, 2016
July	28, 2016	August	09, 2016	August	25, 2016
August	11, 2016	August	23, 2016	September	08, 2016
August	25, 2016	September	07, 2016	September	22, 2016

September	15, 2016	September	27, 2016	October	13, 2016
September	29, 2016	October	12, 2016	October	27, 2016
October	13, 2016	October	25, 2016	November	10, 2016
November	10, 2016	November	22, 2016	December	08, 2016
December	15, 2016	December	20, 2016	January	12, 2017