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# Site Plan Checklist

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20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

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Article 4.14 of the Alpine Development Code outlines the requirements necessary for Site Plan compliance for single-family residential dwellings and commercial structures **not** located in an approved subdivision. Commercial Site Plans also need to be in accordance with any additional requirements of the Business Commercial zone that are applicable. Applicants must follow the City's planning process including making and attending appointments with the Development Review Committee (DRC) and the Planning Commission.

Please follow this checklist to ensure a complete and proper Site Plan submittal.

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## Submission Requirements

Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	The applicant shall meet with the DRC to discuss the proposed site plan before submitting an application or any plans.
<input type="checkbox"/>	<input type="checkbox"/>	All required documentation shall be submitted to the City Planner fourteen (14) days prior to a scheduled Planning Commission meeting or ten (10) days for a resubmission, including: <ul style="list-style-type: none"><li>• The Site Plan Checklist, Site Plan Application and required fees.</li><li>• an electronic copy of the site plan in a compatible format (AutoCAD);</li><li>• Three (3) D size (22" x 34") copies of the site plan drawn to scale; and</li><li>• ten (10) 11"x17" copies of the site plan drawn to scale.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	The site plan conforms to Article 4.7 (Design Standards), Article 4.8 (Construction Standards), and Article 4.10 (Financial Responsibility) of the Alpine City Subdivision Ordinance. If it is a commercial site plan, it also conforms to any additional requirements that are applicable to the site plan in Article 3.7 (Business/Commercial District) of the Alpine City Development Code.

A Developer's Agreement shall be executed between the City and the Developer outlining the conditions of approval of the site plan. The Development Agreement may include but is not limited to the following examples: any special conditions, trails, landscape issues, or off-site improvements. Rights-of-ways must be dedicated to Alpine City.



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# Site Plan Application

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## Contact Information

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Engineer** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Representative** \_\_\_\_\_

(Person who will be at City meetings to represent the proposed plan. If it is someone other than the applicant/engineer, please indicate his/her relationship to the project.)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Send City Engineer's review comments to:  Applicant  Engineer  Representative

## Project Information

Name of Project \_\_\_\_\_

Project Address \_\_\_\_\_ Current Use \_\_\_\_\_

Project Size (in acres) \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Source of Water Rights

Alpine Irrigation Shares: # of Primary Shares \_\_\_\_\_ # of Secondary Shares \_\_\_\_\_

Other Water Rights: Source \_\_\_\_\_ # of Acreage Feet \_\_\_\_\_

Requesting Cash in lieu of Water Rights Option

**Site Plan Fee** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_ **Date Paid** \_\_\_\_\_

(Actual cost of City Engineer's review + \$150.00 [\$250.00 for commercial site plans])

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_