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.

**Submission Requirements**

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- The applicant shall meet with the DRC to discuss the proposed site plan before submitting an application or any plans.

- 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:
  - The Site Plan Checklist, Site Plan Application and required fees.
  - an electronic copy of the site plan in a compatible format (AutoCAD);
  - Three (3)D size (22” x 34”) copies of the site plan drawn to scale; and
  - ten (10) 11”x17” copies of the site plan drawn to scale.

- 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.
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 ___________________________