



Garden City Project Checklist

A complete application packet must be filed with the Garden City Town Clerk **by the due date listed on the “Procedure for Submittal Poster”** for the meeting when your project will be considered. **Incomplete packets will not be accepted.** Subdivisions, PUD/PRUD, and Condominium projects are required to follow the Subdivision/PUD/PRUD Process, an AEG pre-meeting before turning in this packet is encouraged.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.

PLEASE REFER TO ORDINANCES FOR A LIST OF REQUIRED DOCUMENTS TO BE INCLUDED WITH THE FOLLOWING PROJECT APPLICATIONS:

- Subdivision Plat:** \$3,000 Deposit * 11E
 Preliminary Plat: \$500 per plat + \$10 per lot 11E-400
 Final Plat: \$500 per plat + \$10 per lot 11E-500
 Amended Plat: \$300 per plat
Subdivision packets must include A, 20 of B, 4 of C, D, E, & F for each plat
- Condominium Plat:** \$3,00 Deposit * Must follow Subdivision Ordinance, Chapter 11E and/or Planned Unit Development Ordinance, Chapter 11F and:
 Condominium Plat: \$500 per plat + \$10 per lot 11E-524
 Townhouse Plat: \$500 per plat + \$10 per lot 11E-525
Condominium packets must include A, 15 of B, 4 of C, D, E, & F for each plat
- Planned Unit Development or Planned Residential Development (PUD or PRUD):**
 \$3,000 Deposit * 11C-1950, 11F & 11 E
 Preliminary PUD Development Plan: \$1,000 11F-103
 Final Development Plan: \$1,000 11F-107
PUD/PRUD packets must include A, 20 of B, 4 of C, D, E, & F for each plat
- Readjustment of Lot Lines or Lot Splits:** \$250 11E-506
Packets must include A, B, C, D, E, & F, Also, a deed for each lot
- Vacation of Subdivision:** \$300 11E-523
Packets must include A, 20 of B, 4 of C, D, E, & F
- Conditional Use Permit:** \$300
CUP packets must include A, 9 of B, D, E, & F
- Variance:** \$250 11B-308
Variance Packets must include A, B, D, E, & F
- Annexation:** \$300 for first acre or less, \$20 per acre for each additional acre (Maximum of \$1,000) 11A-300
Annexation packets must include A, 20 of B, 4 of C, D, E, & F

- Zone Change:** \$300 for first acre or less, \$20 per acre for each additional acre
(Maximum of \$1,000) 11A-302
Zone Change packets must include A, 20 of B, 4 of C, D, E, & F
- Encumbrance:** \$250
Encumbrance Packets must include A, B, D, E, & F
- Un-Encumbrance:** \$250
Un-Encumbrance Packets must include A, B, D, E, & F
- Appeal:** \$250
Appeal Packets must include A and a letter from the property owner outlining the reason for the appeal.
- Extension of Time:**
Extension of Time Packets must include A, and a letter from the Developer explaining the reason for the extension request.
- Other Land Use Permits:** \$50
Packets must include A, B, D, E, & F
- Water Share Transfer:**
Water Share Transfer Packets must include A
- AEG Meeting, (Affected Entity Group):** \$350 Deposit
Packets must include A, 10 of B

Note:

1. Fees are to cover costs of processing application. Applicants may be billed for additional costs.
2. Changes to land, lot lines, etc. may affect access to water connections.
3. The \$3,000 deposit is used to cover engineer costs, attorney costs, recording fees, etc. The balance will be refunded to the developer.

PACKET DOCUMENTATION REQUIREMENTS

- A. Completed Garden City "Application for Project Review" form.
- B. 11"x14' or 11'x17' plot plan showing lot dimensions and area, and the location, uses dimensions, and set backs of all existing and proposed buildings. Any right-of-ways or easements must be shown if applicable. **Provide 20 readable copies.**
- C. A "D" size (22" x 34") plot plan showing lot dimensions and area, and the location, uses, dimensions, and set backs of all existing and proposed buildings. When appropriate, include the same information for property from which a new lot is being created. Plot at appropriate scale (e.g. 1"=50' or 1"=100')
- D. A legal description and current ownership plat of the property.
- E. A current Title Report or Preliminary Title Report showing ownership. Must match legal description on plat.
- F. An electronic copy of plat.

Please review Garden City ordinances for requirements for each type of project. Garden City ordinances can be found at www.gardencityut.us.

Application for Project Review Garden City, Utah

This application must be accompanied with the necessary and appropriate materials, as stated on the project checklist, before it will be accepted for processing. The date upon which the project will appear on an agenda is determined by the notification schedule required by the State of Utah. The project will be scheduled for the next meeting for which a legal notice has not yet been prepared, after an application is accepted as complete by the Town Staff.

Type of Application (check all that apply):

- Annexation
- Appeal
- Conditional Use Permit
- Condominium/Townhouse
- Encumbrance
- Extension of Time

- Lot Split/Lot Line Adjustment
- Plat Amendment (Subdivision)
- PUD Development Plan
- PUD Phase Approval/Preliminary or Final
- PRUD Conceptual
- PRUD Phase Approval/Preliminary or Final
- Subdivision
- Vacation of Subdivision
- Variance
- Water Transfer
- Zone Change
- AEG Meeting, (Affected Entity Group)

- Other Land Use Permit _____

Ordinance Reference:

- 11A-301
- 11B-400
- 11C-500
- 11E-524 or 11E-525

- Subdivision 11E-503/PUD or PRUD 11F-107-A-2
- 11E-506

- 11C-1950, 11E-100, and 11F-100
- 11C-1950, 11E-100, and 11F-100
- 11C-1950, 11E-100, and 11F-100
- 11C-1950, 11E-100, and 11F-100
- 11E-100
- 11E-523
- 11B-308
- 13A-1300

Project Name: _____ Current Zone: _____ Proposed Zone: _____

Property Address: _____

Parcel # ____ - ____ - ____ - _____

Contact Person: _____ Phone #: _____

E-mail address: _____

Mailing Address: _____

Applicant (if different): _____ Phone #: _____

Mailing Address: _____

Property Owner of Record (if different): _____ Phone #: _____

Mailing Address: _____

Project Start date: _____ Completion date: _____

Describe the proposed project as it should be presented to the hearing body and in the public notices.

Lot Size in acres or square feet: _____ Number of dwellings or lots: _____

Non-residential building size: _____

I certify that the information contained in this application and supporting materials is correct and accurate. **I have read and understand the requirements and deadlines associated with this application.**

Signature of Applicant

I certify that I am the Owner of Record of the subject property and that I consent to the submittal of this application. **Owner of Record MUST sign the application prior to submitting to Garden City.**

Signature of Owner of Record

Signature of Owner of Record

Signature of Owner of Record

Office Use Only
Date Received: _____
Fee: _____
By: _____