Prior to applying for a building permit for any commercial or non-platted residential development in Midvale City, the developer must first be granted site plan approval.

ITEMS TO BE SUBMITTED: All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner’s affidavit or agent authorization.
- Two (2) 24” x 36” copies of the preliminary site plan.
- One (1) digital version on a flash drive of the preliminary site plan.
- One (1) 11” x 17” copy of the preliminary site plan.
- The preliminary site plan must contain the following information:
  - Drawn to a minimum scale of 1” = 40’;
  - Provide sufficient information to locate the property accurately;
  - Property dimensions;
  - North arrow, scale, and date;
  - Location of all existing and proposed buildings and/or structures;
  - Location, height and type of all existing, and proposed fencing;
  - Show all distances from property lines to exterior walls and roof eaves;
  - Location of proposed and existing fire hydrants (within 100’ of the proposed development);
  - Show all parking areas including parking stall and aisle dimensions;
  - Indicate location and height of existing and proposed exterior lighting standards and/or fixtures;
  - Show location of sewer, storm drain, water, gas, and electrical lines;
  - Topography of the area to be developed, including a 200’ wide area around the proposed site. Two (2) foot contours shall be shown except in areas where the ground slope is less than 5%, where five (5) foot contours will be acceptable;
  - Indicate building square footage by use (i.e. retail, office, warehouse, etc.);
  - Provide building elevations for new construction or exterior modifications of existing buildings, denote all colors and building materials;
  - If the property to be developed is part of a larger development or adjacent to properties for which future developments are proposed, show the proposed street systems and development schemes of the other properties;
  - The location, width and other dimensions of all existing or platted streets and other important features, such as railroad lines, water courses, exceptional topography and buildings within the tract and within a 200 foot wide area around the boundary of the development; and
  - Show size and location of existing sanitary sewers, storm drains, subsurface drains, culinary water supply mains and culverts within the tract or within 200 feet thereof, including a statement as to the proposed connection point to each of the above.

- Provide a landscaping plan containing the following information (unless specifically waived by the City Planner):
  - The location and dimensions of all existing and proposed structures, property lines, easements, parking lots, driveways, roadways, sidewalks, signs, dumpster and refuse areas, fences, recreational features, and any other property feature as required by the City Planner;
  - The location, size and common species name of all vegetation to be retained;
The location, size and common species name of all new plants including trees, shrubs and flower bed areas;
- Proposed grading and drainage plan of the site indicating contours at two foot intervals. Proposed berming shall be indicated using one foot intervals;
- Elevations of proposed fences and retaining walls;
- Irrigation system (separate plan required); and
- Quantitative data indicating the following:
  - Total area and percentage of the site in landscaped area;
  - Total area and percentage of the site in drought tolerant plan species;
  - Number, species and caliper size of all trees to be retained on the site; and
  - Number, species and caliper size of all new trees to be planted on the site.

**SITE PLAN APPROVAL EXPIRATION:** If a building permit is not applied for and issued within an eighteen-month period from the time of site plan approval, the approval shall expire.

**DEPARTMENT CONTACTS:**

**Midvale City Planning and Zoning Department**
7505 South Holden Street, Midvale, Utah 84047
Lesley Burns, City Planner – 801-567-7229
Alex Murphy, Associate Planner – 801-567-7231
Jana Ward, Planner I – 801-567-7233

**Midvale City Fire Department**
607 East 7200 South, Midvale, Utah 84047
Christen Yee, Area Fire Inspector – 801-743.7228 or 801.750.9476

**Midvale City Engineering Department**
7505 South Holden Street, Midvale, Utah 84047
Keith Ludwig, City Engineer – 801.256.2574
# PRELIMINARY SITE PLAN APPLICATION

## Applicant Information

| Name: | [ ] |
| Mailing Address: | [ ] |
| City, State, Zip: | [ ] |
| Daytime Phone: | [ ] |
| Email: | [ ] |

## Property Owner Information

| Owner Name (if different): | [ ] |
| Mailing Address: | [ ] |
| City, State, Zip: | [ ] |
| Daytime Phone: | [ ] |

## Project Information

| Name of Development: | [ ] |
| Location or Address of Property: | [ ] |
| Sidwell No.: | [ ] |
| Detailed Nature of Use: | [ ] |

## Application Fees

$640.00

## Authorized Signature

I certify that the submitted information is true and correct to the best of my knowledge. I am aware that only complete applications will be accepted for processing. *(Complete application requirements are attached.)*

**Authorized Signature:** [ ]

**Date:** [ ]

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**For Office Use Only**

| Planning and Zoning Department: | [ ] Approved | [ ] Not Approved | Signed: [ ] | Date: [ ] |
| Engineering Department: | [ ] Approved | [ ] Not Approved | Signed: [ ] | Date: [ ] |
| Fire Department: | [ ] Approved | [ ] Not Approved | Signed: [ ] | Date: [ ] |
| Planning and Zoning Commission *(if applicable)*: | [ ] Approved | [ ] Not Approved | [ ] | Date: [ ] |
| Planning and Zoning Commission *(if applicable)*: | [ ] Approved with Conditions *(see attached)* | [ ] | Date: [ ] |

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OWNER’S AFFIDAVIT

I, (We) ____________________________________________________________
hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of
the property involved in this request, or if the owner is a corporation or other entity,
that I (we) am (are) duly authorized to execute this affidavit on behalf of said
corporations or entity. I (we) further declare that the foregoing statements and the
information submitted herewith are true and correct.

<table>
<thead>
<tr>
<th>PROPERTY OWNER’S INFORMATION</th>
<th>CAPACITY CLAIMED BY SIGNER</th>
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<tr>
<td>____________________________________________________________________</td>
<td>□ INDIVIDUAL(S)</td>
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<td>□ PARTNER(S)</td>
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<td>□ OTHER</td>
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<td>SIGNER IS REPRESENTING:</td>
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<tr>
<td>____________________________________________________________________</td>
<td>NAME OF PERSON(S) OR ENTITY(IES)</td>
</tr>
</tbody>
</table>

AGENT/TENANT AUTHORIZATION (if applicable)

I (we) hereby authorize ______________________________________ (Applicant’s Name)
to apply for ________________________________________________ (application type: CUP, ACUP, MPD, etc.)
requesting ________________________________________________ (Type of activity)

____________________________________________________________________
(Property Owner)

____________________________________________________________________
(Property Owner)

Dated this ____ day of ________________, ______, personally appear before me ________________,
the signer(s) of the above affidavit who duly acknowledged to me that they executed the same.

____________________________________________________________________
(Notary)

Residing in ________________________________
My commission expires: ____________________________