

Garden City Project Checklist

A complete application packet must be filed with the Garden City Town Clerk at least **fourteen** (14) days prior to the meeting that your project will be considered.

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: Chapter 11E
 - Preliminary Plat 11E-402
 - Final Plat 11E-504
- Condominium Plat:** Must follow Subdivision Ordinance, Chapter 11E and/or Planned Unit Development Ordinance, Chapter 11F and:
 - Condominium Plat: 11E-524
 - Townhouse Plat: 11E-525
- Readjustment of Lot Lines or Lot Splits: 11E-506
- Planned Unit Development:** Chapter 11F AND Chapter 11E
 - Preliminary PUD Development Plan: 11F-103
 - Final Development Plan: 11F-111
- Filing fee:
 - Subdivision \$3000 deposit plus:
 - Preliminary \$500 per plat and \$10 per lot, plus associated fees (engineer, attorney, recording, etc.)
 - Final \$500 per plat and \$10 per lot, plus associated fees (engineer, attorney, recording, etc.)
 - Planned Unit Dev. \$3000 deposit plus:
 - Preliminary \$1,000 plus associated fees (eng., atty., record, etc.)
 - Final \$1,000 plus associated fees (eng., atty., record, etc.)
 - Condominium Plat \$3000 deposit plus:
 - Preliminary \$1,000 plus associated fees (eng., atty., record, etc.)
 - Final \$1,000 plus associated fees (eng., atty., record, etc.)
 - Lot Split or Lot Line Adj \$200

CONDITIONAL USE PERMIT, VARIANCE, ANNEXATION, ENCUMBRANCE, RE-ZONE, APPEALS, WATER TRANSFERS, AND VACATION OF SUBDIVISION MUST INCLUDE THE FOLLOWING IN YOUR PACKET:

- Completed Garden City "Application for Project Review" form.
- 20 copies of an 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.
- A list of landowners and their address for all property within 300 feet of the property in question.
- A list of landowners and their address for all property within 100 feet of the property in question.
- 6 copies of 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')
- A legal description and current ownership plat of the property.
- A current Title Report or Preliminary Title Report showing ownership. Must match legal description on plat.
- The filing fee of:
 - Conditional Use Permit \$300
 - Variance \$250.00
 - Annexation \$300 for 1 acre, \$20 per acre for each additional acre
 - Encumbrance \$250.00
 - Re-zone \$300 for 1 acre, \$20 per acre for each additional acre
 - Vacation of Subdivision\$300
 - Other Land Use Permits \$50

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
- PUD
- Subdivision
- Vacation of Subdivision
- Variance
- Water Transfer
- Zone Change
- Other Land Use Permit _____

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.

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.

Signature of Owner of Record

Signature of Owner of Record

Signature of Owner of Record

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