

## 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 when your project will be considered. Subdivisions, PUD/PRUD, and Condominium projects must be required to follow the Subdivision/PUD/PRUD Process, which also requires a pre-meeting before turning in this packet.

### 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 or Planned Residential Development (PUD or PRUD):** 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
Final	\$500 per plat and \$10 per lot
PUD or PRUD.	\$3000 deposit plus:
Preliminary	\$1,000
Final	\$1,000
Condominium Plat	\$3000 deposit plus:
Preliminary	\$1,000
Final	\$1,000
Lot Split or Lot Line Adj	\$200

The \$3,000 deposit is used to cover engineer costs, attorney costs, recording fees, etc. The balance will be refunded to developer

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 up to 1 acre, \$20 per acre for each additional acre (Maximum of \$1,000)
Encumbrance	\$250.00
Re-zone	\$300 for up to 1 acre, \$20 per acre for each additional acre (Maximum of \$1,000)
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](http://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):	Ordinance Reference:
<input type="checkbox"/> Annexation	11A-301
<input type="checkbox"/> Appeal	11B-400
<input type="checkbox"/> Conditional Use Permit	11C-500
<input type="checkbox"/> Condominium/Townhouse	11E-524 or 11E-525
<input type="checkbox"/> Encumbrance	
<input type="checkbox"/> Extension of Time	Subdivision 11E-503/PUD or PRUD 11E-107-A-2
<input type="checkbox"/> Lot Split/Lot Line Adjustment	11E-506
<input type="checkbox"/> PUD Conceptual	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PRUD Conceptual	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> PRUD Phase Approval/Preliminary or Final	11C-1950, 11E-100, and 11F-100
<input type="checkbox"/> Subdivision	11E-100
<input type="checkbox"/> Vacation of Subdivision	
<input type="checkbox"/> Variance	11B-308
<input type="checkbox"/> Water Transfer	13A-1300
<input type="checkbox"/> Zone Change	
<input type="checkbox"/> 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.

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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. **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: _____