



APPLICATION for  
**SITE PLAN OR SUBDIVISION REVIEW**  
within  
COALVILLE CITY: **PRELIMINARY PLAN**

**For Office Use Only:**

Application Date: \_\_\_\_\_  
PC Approval Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_  
Community Development Director Review Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Denial Date: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address or Area:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

☐ Check if same as owner

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Please include the following with the application:**

A plan prepared by a qualified engineer at an engineers' scale not more than one inch equals one hundred (100) feet. Please submit three (3) standard twenty-four (24) inch by thirty-six (36) inch printed copies and two (2) 11' x 17' printed copies and (1) digital format by e-mail or on a CD. Except when permission is expressly granted by the Staff, no preliminary plan hand drawn in pen or pencil shall be accepted. Plan shall be submitted to the City three (3) weeks prior to the scheduled meeting of the Planning Commission for review by the Staff and other appropriate

agencies. The Plan must be complete and include the following in order to be considered for review. Please use the check-list below to ensure that you have addressed all the requirements by the City.

- \_\_\_\_\_ 1. The date of the plan, true north arrow, standard scale, legend identifying lines and symbols, and title block with the name of the engineer, site or subdivision.
- \_\_\_\_\_ 2. The location of the property with respect to surrounding property and streets; along with the location and width of all existing and proposed streets, street names and easements, alleys, trails, fences and other public ways, easements, and proposed street rights-of-way.
- \_\_\_\_\_ 3. The location of water bodies, rivers, streams, and other pertinent features such as swamps, drainage or irrigation ditches, bridges, or other nearby features.
- \_\_\_\_\_ 4. A preliminary landscape and irrigation plan showing proposed plant species, size and location including means of irrigation.
- \_\_\_\_\_ 5. A preliminary lighting and signing plan showing all proposed exterior lighting and signing.
- \_\_\_\_\_ 6. A preliminary grading and drainage plan with an indication of all slopes from 0-8%, 8-15%, 15-30% and slopes greater than 30%.
- \_\_\_\_\_ 7. Location of trash receptacle and screening if the site requires a dumpster.
- \_\_\_\_\_ 8. Verification and location of fire hydrants.
- \_\_\_\_\_ 9. Sewer clean-out locations.
- \_\_\_\_\_ 10. Fencing location, type, color and height.
- \_\_\_\_\_ 11. Parking stall size, number of stalls, parking lot covering and locations.
- \_\_\_\_\_ 12. The location and size of all proposed or existing lots complete with building pads, utility easements, lot numbers, and building setback lines.
- \_\_\_\_\_ 13. The location and size of all property proposed to be set aside for park or playground use, or other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation.

- \_\_\_\_ 14. The name and address of the owner or owners of land to be developed or subdivided, the name and address of the sub-divider if other than the owner, and the name of the engineer and land surveyor.
- \_\_\_\_ 15. Indication of the use of all lots or parcels whether single-family, two-family, multi-family, agricultural, commercial, industrial, recreation open space, as well as all uses other than those specified that are proposed by the developer or sub-divider.
- \_\_\_\_ 16. Explanation of reservations and conservation easements, if any.
- \_\_\_\_ 17. A preliminary utility plan showing all public and private utility, connection, and facilities existing and proposed throughout the site or subdivision.
- \_\_\_\_ 18. If the plan does not include all contiguous property of the owner of the site or subdivision, an indication of future use of the contiguous property.
- \_\_\_\_ 19. Proposed Phasing Plan as per Section 8-2-040 of the Subdivision Code if applicable.
- \_\_\_\_ 20. Five (5) or more lots or units will require an Impact Analysis on public infrastructure as per Section 10-3-090.
- \_\_\_\_ 21. A right to farm provision agreement or study, with appropriate deed restrictions or restrictive covenants if applicable.
- \_\_\_\_ 22. All information required by the Land Use Authority or Staff.
- \_\_\_\_ 23. For Subdivision over 5 lots “wet water” and secondary water shares will be required.

**Filing fee of \$250 per lot or unit for Subdivisions and Master Planned Developments, \$250 per each unit of a Multi-family dwelling and \$125 per 1,000 square feet of building area for Commercial, Light Industrial, and Public Developments is required at the time of application. Plus Notification and Publication Costs.**

**Note: The fees for reviewing preliminary plats, final plats and site plans cover the cost of reviewing two submittals for each stage in the process. Any additional submittals will be assessed a review fee on an hourly basis at the non-negotiable hourly rate of the City Engineer and City Planner. Review costs can be kept to a minimum if the engineer for the developer is detailed in the original plat and plan preparation, is thoroughly familiar with the subdivision ordinance and associated checklists, and is responsive to the review comments. All review costs associated with each subdivision shall be paid in full prior to approval by the governing body.**

**Notice:** Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

**If you have any questions regarding the requirements of this application, please contact the Community Development Director prior to submitting the application.**

**File the complete application at:**

Coalville City Hall  
10 North Main Street  
Coalville, Utah 84017

Signature of Property Owner or Representative: \_\_\_\_\_ Date: \_\_\_\_\_