

TOWN OF SPRINGDALE DESIGN/DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

Classes of Applications:

Tier One Applications: Accessory structures and additions less than 500 sf, not located on a high visual impact parcel.

Tier Two Applications: 1) Accessory structures and additions larger than 500 sf on residential property or between 500 and 999 sf on commercial property, 2) new single and two family residential development, 3) any development on high visual impact parcels that is not a Tier 3 application.

Tier Three Applications: 1) Accessory structures and additions 1,000 sf or larger on commercial property, 2) All new multi-family residential development, 3) All new commercial development, 4) Any development the DCD determines to be complex or controversial and subject to Planning Commission review.

Submittal Requirements:

	Tier One	Tier Two	Tier Three	SUBMITTAL CHECKLIST
Table of Contents / Sheet Index		X	X	
Natural Features Map				
Reference map showing property in relation to rest of community	X(1)	X(1)	X	
North arrow and scale	X(1)	X(1)	X	
Property boundaries and dimensions	X(1)	X(1)	X	
Show topography on the property with 1' contour intervals	X(1)	X(1)	X	
Highlight all slopes of 30% or greater grade (any 1 foot or greater elevation change in any 3 and 1/3 foot horizontal direction)	X(1)	X(1)	X	
Show any significant rock outcrops or large boulders larger than 10' in diameter	X(1)	X(1)	X	
Identify any other significant topographic features	X(1)	X(1)	X	
Show any drainage running through or within 50 feet of the site	X(1)	X(1)	X	
Show the Special Flood Hazard Area, as mapped by the Flood Insurance Rate Map for Springdale	X(1)	X(1)	X	
Show the floodway, as mapped by the Flood Insurance Rate Map for Springdale	X(1)	X(1)	X	
Show any drainage improvements on or within 50 feet of the site	X(1)	X(1)	X	
Show the boundary of the Erosion Hazard Zone	X(1)	X(1)	X	
Show the location and indicate the type of existing native trees over six feet in height	X(1)	X(1)	X	
(1) Required if any natural features will be disturbed with the project				
Existing Development				
Include north arrow and scale	X(2)	X(2)	X	
Show all property boundaries and dimensions	X(2)	X(2)	X	
Show the footprint locations of all existing built structures on property. Label each as "To Be Demolished", "To Remain Unchanged", or "To Be Renovated / Remodeled"	X(2)	X(2)	X	
<i>Note: Structures to be demolished show in light line weight with cross hatched area. Structures to remain unchanged show in light line weight. Structures to be renovated or remodeled show in standard line weight with dashed lines.</i>				
Indicate the height and size of all existing buildings greater than 500 square feet in area	X(2)	X(2)	X	
Show the setback distance from existing buildings to property lines	X(2)	X(2)	X	
Show the amount of existing landscape and/or natural open space on the property, as defined by section 10-18-4, in both total square feet and as a percentage of lot area	X(2)	X(2)	X	
(2) Required if any existing development is proposed to be removed, renovated, or remodeled				
Photographs showing viewsheds across property from valley floor / SR-9 and adjacent properties*				
	X	X	X	

*Photographs must be labeled indicating from which direction they were taken

Site Plan			
Include north arrow and scale	X	X	X
Show all property boundaries and dimensions	X	X	X
Show the footprint locations of existing development that will remain on the property with the project	X	X	X

Note: Structures to remain unchanged show in light line weight. Structures to be renovated or remodeled show in standard line weight with dashed lines.

Show the location and footprint of all proposed new buildings	X	X	X
Show the setback distance of each building and structure to property lines, as measured from the furthest projection of the building (including roof overhangs, exterior stairways, etc) to the property line	X	X	X
Show the distance between all buildings and structures, as measured from the furthest projection each building (including roof overhangs, exterior stairways, etc)	X	X	X
Label each building with the ASL elevation of finished building pad (include multiple measurements for terraced structures)	X	X	X
Show the location of special flood hazard area, floodway, and erosion hazard boundary	X(3)	X(3)	X(3)
Identify ingress / egress to property as well as any roads, streets, lanes, or access drives within or immediately adjacent to the site	X	X	
Show the location and dimensions of all required parking spaces	X	X	
Include a note showing the total number of parking spaces on the property		X	
Show the location of all exterior mechanical equipment, heating and cooling units, propane tanks, trash receptacles, solar panels, etc. and method of screening	X	X	
Show the location of nearest fire hydrant, proposed fire lanes, and fire truck turn arounds		X	
Show the location and ASL elevation of an elevation benchmark which will remain undisturbed and in place during the entire course of construction	X	X	

(3) Show these features if they are on or within 50 feet of the property

Grading plan in conformance with the requirements of chapter 10-15B of the land use ordinance showing:

Include north arrow and scale	X	X
Show all property boundaries and dimensions	X	X
Show accurate pre-development contours in no greater than 1-foot contour intervals shown as dashed lines	X	X
Show proposed post-development contours shown as solid lines	X	X
Show all proposed new buildings, structures, and other development	X	X
Show all existing development on the property which will remain	X	X
Show the project grading limits in conformance with section 10-15B-5	X	X
Cross hatch or highlight any areas of 30% or greater natural grade	X	X
Include details about the location, height, and finished slope of all cut and fill slopes	X	X
Include engineered plans for slope stabilization if the project contains any cut or fill slopes steeper than 1.5:1 and greater than four (4) feet in height	X	X
Label each building and structure with the ASL elevation of the finished building pad elevation	X	X
Show rock ledges, boulders, and native vegetation within the grading limits that will be preserved pursuant to the section 10-15B-4(A)	X	X
Show all areas requiring revegetation as well as quantities, locations, sizes, and types of plants used to satisfy the revegetation requirements of section 10-15B-8	X	X
Provide details regarding irrigation of vegetation used to fill the revegetation requirements of 10-15B-8		X
Include a note indicating all areas outside of the grading limits will be fenced or taped off during construction to prevent accidental or incidental disturbance of these areas	X	X
Include color renderings, to scale, of any cut or fill slope over four (4) feet in height that will be visible from the valley floor or the SR-9 highway corridor		X

Landscape plan showing:

Designer's name, address, and phone number	X	X
Landscaping as required by the landsacsape ordinance shown in sufficient detail to be easily legible	X	X
Property lines, adjacent rights-of-way, building footprints, parking lots, driveways, walkways, utilities, garbage and equipment storage structures, drainage structures, and other site improvements, drawn to scale with dimensions and scale (bar and numerical) indicated	X	X
Locations and boundaries of all landscaped areas and natural open space	X	X
Plant schedules and key which includes plant names (common and botanical), sizes (e.g., height, caliper, diameter, gallons) and quantities	X	X
Plant locations and spacing corresponding to plant key	X	X

Notations and locations of all natural features retained either in landscaped areas or natural open space, including locations of rivers and streams, designated floodplain, natural vegetation, including trees and shrubs (identified by botanical and common name, height and caliper size, if applicable), grasses, large rocks and any other significant features		X
Details showing the method for preservation or protection of existing significant vegetation selected to be retained	X	X
Screening details to lessen the impacts of buildings, parking lots and parking structures, mechanical equipment, service areas, utility meters, transformers, trash receptacles, storage facilities, and similar facilities, from public view	X	X
Summary data including:		
--> The total area (in square feet and as a percentage of the site) that will be landscaped		X
--> The total area (in square feet and as a percentage of the site) that will be retained as natural open space		X
--> The percentage of landscaped area coverage from water conserving plants expected after maturity, not including tree canopies (see definition of "water conserving plants" in section 10-18-11 of this chapter)		X

Floor plan(s) including:

ASL elevation of the finished floor in each level of the structure (For Tier 2 and Tier 3 projects)	X	X
Locations of all proposed exterior doors and windows	X	X
Location of all cross sections (see below, for Tier 2 and Tier 3 projects)	X	X
Total size of each level of the structure	X	X

Note: For development in FR and VR zones this includes attached garages, covered porches, covered entryways, and covered patios. For development in all other zones this includes total area measured from face of outside wall to face of outside wall.

Building elevations from all directions showing:

Accurate locations and configurations of all exterior walls, rooflines, doors, and windows	X	X	X
Accurate representation of the contact between all exterior walls and finished grade	X	X	X

At least two cross sections (drawn perpendicular to each other) at the tallest section(s) of the structure showing compliance with building height ordinance and identifying

Natural grade	X	X
Finished grade (labeled as cut, fill, or uniform grade)	X	X
Building height envelope, in conformance with chapter 10-15A of the land use ordinance, drawn above the entire structure	X	X

Roof Plan

X X

Color and material samples (unless the project is a single or two family exempt project)

X X X

Outdoor Lighting Plan

Plans or drawings indicating the proposed location of lighting fixtures, height of lighting fixtures on the premises, and type of illumination devices, lamps, supports, shielding and reflectors used and installation and electrical details.	X(4)	X	X
Illustrations, such as contained in a manufacturer's catalog cuts, of all proposed lighting fixtures. The applicant must provide sufficient information regarding the light fixture, bulb wattage, and shielding mechanisms for the Planning Commission (or DCD, when applicable) to be able to determine compliance with the provisions of this chapter.	X(4)	X	X
A table showing the total amount of proposed exterior lights, by fixture type, lumens, color temperature, and lamp type.	X(4)	X	X
A calculation of the total lumen output from all outdoor fixtures on the property.	X(4)	X	X

(4) only include these items if there is any new outdoor lighting proposed

Perspective drawings of all new buildings from two different perspectives, one from a front angle and one from a rear angle

X X

Photo-simulations depicting the appearance of all new buildings on the site as seen from the street

X

Geo technical report and Geologic Hazards Investigation (if required by the Geotechnical Report)

X X

Traffic Study

X(5)

(5) If warranted per Transportation Master Plan

NOTES:

The site analysis must be compiled into one PDF document.

The elements must appear in the order and organization presented above.

Plans, elevations, and drawings must be scaled with the scale clearly shown on the plan. The PDF must be scalable in Adobe Acrobat, according to the scale shown on the plan. Some plans converted from drafting software do not allow scaling of the PDF in Adobe. Please ensure your plans are scalable in Adobe prior to submitting.

Only the information listed above should be included. Construction details are not necessary at this stage of review. Please do not include information and details not listed above.

Information must be organized in the application in the order shown above.

By signing and dating below you certify that you have included all the information as required above.

Electronic Signature

Date