



60 West Main Street  
Hyrum, Utah 84319  
Ph. (435) 245-6033  
www.hyrumcity.gov

## Concept Plan Application and Required Checklist

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Property Owner or Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phase(s): \_\_\_\_\_ Lots/Units: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification:** I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	Fee	Deposit	Due	Total
Concept Plan filing fee	\$100	\$1000	Upon Submission	\$1100
Receipt Number:	Date:		Submission Fee	\$1100

The Applicant, Property Owner or Agent must review, check, sign and submit the information below to initiate the application review process. Any checklist items not marked may require a written explanation as for why the item is not applicable. **REFER TO SUBDIVISION INFORMATION FORM FOR APPLICATION PROCESS.**

**Hyrum City Code and Construction Standards:** The following information contained herein is not inclusive. For complete details and specifications, please refer to Hyrum City Code (HCC) and Hyrum City Construction Standards available online at: [www.hyrumcity.gov](http://www.hyrumcity.gov) and the following references:

- HCC Title 13 Public Services
- HCC Title 16 Subdivisions
- HCC Title 17 Zoning
- Hyrum City Construction Standards Manual
- Application Requirements for Planned Unit Developments:**
- HCC 17.60 Planned Unit Developments
- HCC 17.30.070 Duplexes, Triplexes, Fourplexes/All Multi-Family Housing (PUDs with Multi-Family)

**Concept Plan Format:** The following information is required for all concept plans. The applicant may be required to provide other information required by Staff or Planning Commission necessary to evaluate the merits of the proposed subdivision plat.

- ☐ The concept plan shall be numbered in sequence if more than one (1) sheet is used and shall not be less than twenty-four by thirty-six (24 x 36) inches. It shall have a one and one-half inch border on the left and at least a one-half inch border on the three remaining sides; a workman-like execution of the plat shall be made in every detail. A digital submission of the preliminary plat is required in a portable digital file format (PDF) at full size. The PDF shall be configured to accept electronic markups and allow printing. The City may request additional copies if required.
- ☐ The plan shall be drawn to a scale of not less than one-inch equals one hundred feet and shall indicate the base of bearing true north.
- ☐ Documents included in the plan submission not of a final nature shall be prominently marked with "PRELIMINARY NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION."

**Concept Plan Subdivision Checklist:**

- ☐ The name of the subdivision;
- ☐ The property boundaries of the proposed subdivision;
- ☐ The names and addresses of all adjacent property owners;
- ☐ The name and address of the owner of the property to be divided, and proof of ownership or authority to act for the owner of the property to be divided;
- ☐ The approximate number of lots proposed and street layout.
- ☐ The approximate total acreage of development as well as size of individual lots;
- ☐ A description of the type of water system proposed along with the water rights;
- ☐ A description of the type of sewer or sanitary waste system proposed;
- ☐ Submitted with the plan shall be the following items:
  - ☐ A current plat map highlighted to show the location of the property (Based upon deeds and plats available from the Cache County Recorder and title research);
  - ☐ A contour map of the current topographic terrain (request for these maps can be made from the U.S. Geological Survey (USGS) or a topographic survey). A more accurate contour map must be provided if so requested by the Planning Commission;
  - ☐ A map showing soil types. Requests for these maps can be made through the Soil Conservation Service (SCS);
  - ☐ A written statement from the subdivider as to his/her intent in the development and provide a brief summary regarding the feasibility, design criteria and overall impact.

**Concept Plan Planned Unit Developments Checklist:** Follows the requirements of HCC 16.10.050 but adds:

- ☐ Elevation drawings of the structures to be emplaced on the PUD.
- ☐ A Site Plan showing the layout of all structures, playgrounds, parks, swimming pools, parking and open space.

- ☐ The landscape plan for the PUD.

**Concept Plan Planned Unit Developments Checklist Extended. The Planning Commission will also act as an Architectural Review Committee and will evaluate the Site Plan and drawings for:**

- ☐ A good mix of building materials, colors and architectural features to create an attractive, well-planned development;
- ☐ Sufficient public open spaces and amenities that will provides a safe, comfortable and pleasant environment;
- ☐ Appropriate building types in terms of density, site relationship and spacing.
- ☐ Well-planned site signage;
- ☐ Well-planned exterior lighting;
- ☐ Preservation of natural features including trees, drainage areas, and views.
- ☐ Good vehicular and pedestrian movement;
- ☐ Integrated parking;
- ☐ Landscaping plan showing existing and proposed, grass, shrubbery, trees and other planting and features for the entire site;
- ☐ Placement of fencing/walls and solid waste enclosures.
- ☐ PUD's with multi-family units to follow Multi-family Housing Design Standards requirements of HCC 17.30.070.

**Concept Plan Planned Unit Developments Checklist for Multi-family housing:**

- ☐ Refer to Multi-Family Development General Information and Requirements

**Submission Requirements:**

- ☐ Complete and signed with all submission fees.
- ☐ PDF of drawings and all supporting documents with eligible text not less than 10-point font.
- ☐ Supplementary information as deemed necessary by Zoning Administrator or City Engineer.

**Required Checklist Acknowledgement:**

I do hereby say that I am the Applicant, Property Owner or Agent of this application, and I have read the Hyrum City Code and Construction Standards Information and completed the Requirement Checklist. The statements, information, exhibits and any and all submitted documents attached or submitted represent the intentions of the applicant are in all respects true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_