



## EASTERN SUMMIT COUNTY

### CHECKLIST AND REVIEW PROCEDURE FOR SKETCH PLAN

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- **SUBMISSION REQUIREMENTS**

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:***
  - ***Residential Project:*** \$20.00 per lot/unit
  - ***Non-Residential Project:*** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)
- ***Warranty deed(s):*** Please submit current deed(s) for each parcel involved in the Sketch Plan; available from the Summit County Recorders Office.
- ***1 copy of a detailed Sketch Plan (11" x 17" minimum paper size, drawn to scale), including:***
  - Vicinity Map and North Arrow;
  - The creation date of the parcel(s) to be developed in accordance with the definition of a "lot of record" as defined in Appendix A of the Development Code;
  - The name of the development. This name shall not duplicate the name of any plat previously recorded;
  - Name and address, including telephone number of legal owner(s) and/or authorized representative, and citation of last instrument conveying each parcel of property involved in the proposed development, giving grantor, grantee, date and lands records reference;
  - Legal description and location of property, including citation of any existing legal rights-of-way, irrigation ditches, or easements affecting the property; and existing covenants on the property, if any;
  - The approximate location, dimensions, and areas of all proposed or existing lots, existing structures, existing easements, watercourses, and names of all existing streets or other public roads adjacent to the proposed development;
  - A delineation of environmentally sensitive areas, including, but not limited to wetlands, slopes exceeding 30%, floodplains and ridgelines;
  - Identification of the means for providing water supply, power, sanitary sewage, collection and discharge of surface water drainage, and fire protection, and an analysis of the feasibility of connecting to a centralized sewer disposal or water

- system (if applicable);
  - All areas within and adjacent to the project, including areas separated by a street, highway, road, right-of-way, or stream or watercourse under common ownership.
  - *If the application is for a Cluster Bonus/Agricultural Preservation Subdivision, a site specific agricultural plan shall be required to be submitted at time of Sketch Plan. The purpose of this study will be to identify the significant features and characteristics that make the property viable for agricultural use. Development should be planned in such a way as to preserve or enhance the agricultural use of the property.*
  - *If the application is for a Specially Planned Area (SPA), the Sketch Plan shall include a written statement describing how the proposed development will further the goals and objectives of the General Plan and sufficient information to demonstrate the general design philosophy for the project.*
- **ADDITIONAL INFORMATION MAY BE REQUIRED.**



Community Development Department  
P.O. Box 128  
60 North Main Street  
Coalville, Utah 84017  
Phone: 435-615-3124  
Fax: 435-615-3046  
www.summitcounty.org

## SKETCH PLAN APPLICATION FORM

### Owner(s) of Record:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Authorized Representative to Whom All Correspondence is to be Sent:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

### Project Information:

Parcel #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) \_\_\_\_\_ NO

### Project Description (acreage, building square footage, number of lots, etc.):

\_\_\_\_\_  
\_\_\_\_\_

#### FOR OFFICE USE ONLY

- Residential Project:** \$20.00 per lot/unit
- Non-Residential Project:** \$95.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$95.00)

- Snyderville Basin**
- Eastern Summit County**

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

## OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

**PLEASE NOTE REGARDING FEES**; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

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I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_