



5580 West 4600 South  
Hooper, UT 84315  
(801) 732-1064

[admin@hoopercity.com](mailto:admin@hoopercity.com)

# DEVELOPMENT INFORMATION PACKET

## LARGE SUBDIVISION

**APPLICATION FOR A HOOPER CITY SUBDIVISION/ SITE PLAN**

Subdivision Name \_\_\_\_\_ Zone \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address of Subdivision \_\_\_\_\_ Hooper City, UT No. of Units or Lots \_\_\_\_\_

Owner Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Subdivider's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Intended Escrow Holder \_\_\_\_\_ Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Surveyor's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Engineer's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Water Available? Y / N Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Water System in Place? Y / N Type \_\_\_\_\_ Phone # \_\_\_\_\_

Culinary Water Available? Y / N Type \_\_\_\_\_ Phone # \_\_\_\_\_

Sewer Connection Available? Y / N Contact \_\_\_\_\_ Type \_\_\_\_\_

Septic System Appears Feasible? Y / N Contact \_\_\_\_\_ Type \_\_\_\_\_

Is Property in a Flood Hazard Area? Y / N Flood Zone \_\_\_\_\_ Lowest Elevation \_\_\_\_\_

Access Road about 4215' Elevation? \_\_\_\_\_ Source \_\_\_\_\_

Please describe any agreements, right-of-way, easements, etc. that could affect this site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe history of Parcel being subdivided, approximate dates and acreage of past land divisions:

\_\_\_\_\_

\_\_\_\_\_

**The information above is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## Purpose

The purpose of the Development Assistance Packet is to provide a detailed outline of the Subdivision and Site Plan review and approval process for proposed projects within the Hooper City limits. The process is not unusual, nor is it complicated. It will require the assistance of professional engineers and surveyors familiar with residential and commercial land development. It will also require strict attention to the detailed checklists provided herein.

This packet is not a substitute for the Hooper City Zoning and Subdivision Ordinance or the Hooper City Development Standards and Specifications. Both of these documents are required for development in Hooper City and are available for purchase at the city office.

As a matter of information important to the process, the Hooper City Planning Commission currently meets monthly on the second Thursday of the month at 7:00 pm. The Hooper City Council meets on the first and third Thursdays of each month at 7:00 pm. A place on the agenda for either of these meetings is linked to submittal requirements described in this document. A development that is reviewed by the Planning Commission on the second Thursday is not eligible for review at the City Council until the first Thursday of the following month, at the earliest.

## HOOPER CITY NON- RESIDENTIAL SITE PLAN CHECKLIST

The following checklist is a summary of the requirements for approval of non-subdivision and/or non-residential site plans in Hooper City. Detailed requirements are described in Title 1 of the Hooper City Code, Zoning and Subdivision Ordinance. In case of discrepancy, the detailed ordinance requirements will govern. Incomplete submittals will not be reviewed or forwarded to the Planning Commission and City Council.

- \_\_\_\_\_ 1. One (1) copy of all required supporting documents and application fee shall be submitted.
- \_\_\_\_\_ 2. An exact copy of a certificate of a title insurance company or attorney which shall set forth the names of all property owners included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts, and agreements of record in the County which shall affect the property covered by such plats. If the opinion of title discloses any of the above, then at the option of the City Council the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the Plat shall be acted upon by the Planning Commission.
- \_\_\_\_\_ 3. Traffic Impact Analysis, when required by the City Engineer
- \_\_\_\_\_ 4. The State requires all property owners within 600 feet from your parent property (front, sides and back) to be notified. There will be an additional fee of \$1.00 for every notice that is sent out.
- \_\_\_\_\_ 5. The original Site Plan drawing and one (1) 24"x36" of black on white print and one (1) 11"x17" of the site plan. One (1) 24"x 36" of black on white print and one (1) 11"x17" copy of the construction drawings, of such quality and resolution that all detail in the drawings is readily discernible, shall be submitted at the time of submittal of the final plat.

### Site Plan Drawing Requirements:

- Name of development.
- Name, address, and telephone number of owner, developer, and engineer.
- True north arrow, name of municipality, section, township and range, and date.
- Vicinity map showing the proposed site's location in the City.
- Names of neighboring subdivisions, owners of abutting properties, and city streets. This should include an area not less than 100 feet beyond the boundaries of the proposed development.
- Tie to all controlling survey corners or monumentation.
- Lot line dimensions.
- Tabulation Table in the following format:

	Square Footage	Acreage	Percent of Total
Total Area			100
Total Building Area			
Total Landscaped Area			
Total Number of Parking Spaces:			

- Streets: Names and locations of fronting streets and dimensions of public streets, private streets, and driveways.
- Buildings: Footprints of existing and proposed buildings and structures including a notation of each building's main finished floor height above grade.
- Building elevation: show height dimension & types of materials proposed.
- Sewer & Water: Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, culverts, etc.
- Fire Protection: existing and proposed fire protection devices within the tract and within two 200 feet of the boundaries of the proposed development. Identify required fire department apparatus access roads and proposed fire hydrant locations, as well as UBC specified construction type.
- Drive accesses: Location & dimensions & distances to property lines of existing and proposed.
- Curbs, gutters, and sidewalks: Location, dimension of existing and proposed.
- Parking spaces: 9'x18' minimum; locations, dimensions & number of spaces. Include parking stalls for Americans with Disabilities I.A.W ANSI A117.1-1992. Minimum Van size: 16 feet wide by 18 feet long, one required. Minimum for all other ADA stalls: 13'x18'.
- Fences: Locations, heights, & types of materials of existing and proposed.
- Signs: Locations and description (dimensions, distance to property lines, and type of lighting (direct or indirect)) of existing and proposed signs.
- Loading areas.
- Solid waste disposal: show location and enclose with sight obscuring fence.
- Exterior display areas.
- Exterior storage areas.
- Exterior Lighting: Location and Type

\_\_\_\_\_ 6. Grading and Drainage Plan in accordance with Chapter 4 of the subdivision ordinance including contour map drawn and 1-foot intervals and enough elevation data to show existing and proposed grades & the location & type of inlet boxes, etc. To be approved by the City Engineer prior to Planning Commission review.

\_\_\_\_\_ 7. Landscape plan: Detailed with specific types and locations of plants; underground, automatic sprinkling system required; required trees.

\_\_\_\_\_ 8. Traffic Circulation Plan.

\_\_\_\_\_ 9. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision, if not already submitted.

\_\_\_\_\_ 10. Letter of Final Approval for culinary water from Hooper Water Improvement District (or applicable culinary water district)

\_\_\_\_11. Letter of Final Approval for secondary water from Hooper Irrigation Company (or applicable secondary water purveyor). Note: A letter of “conditional” final approval may be submitted at this stage of the process. However, the Final Plat shall not be signed by the City Engineer until a Letter of Final approval is received.

\_\_\_\_12. Letter from each other utility company involved stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.

\_\_\_\_13. For developments with any boundary shared with a Utah Department of Transportation (UDOT) road, submit written evidence that UDOT has reviewed the development plans and agrees with the proposed plan. Approval of the State Right-of-way Engineer must be obtained for items such as location of curb, gutter, and sidewalk, location, and number of curb entrances, turning and deceleration lanes, lane striping, etc. On City streets, the approval for location and number of curb entrances must be received from the City Engineer.

# SUBDIVISION AND SITE PLAN REVIEW PROCESS

## I. General Requirements

**1. Subdivisions** – With the exception of minor subdivisions, there are two steps required to obtain approval of a subdivision. These steps are:

- a. **Preliminary Plat**- A review of the feasibility of the project including, but not limited to conceptual design, ability to provide necessary services (water, sewer, electricity, etc..), identification of environmentally sensitive areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land use(s), conformance with the City's General Plan and zoning, and a review of the preliminary engineering and design; and
- b. **Final Plat** – A review of all final plat, engineering plans and construction drawings, PUD agreements (if necessary), and other legal requirements.

Except as noted below, both steps are reviewed by the Planning Commission and the City Council. The Planning Commission and the City Council will each hold a public hearing on the proposed subdivision or site plan in conjunction with their review.

Note: Minor Subdivisions may be handled in one review with each body, provided that all the necessary submittal and timing requirements are met.

Note: For phased developments, approval of the Phasing Plan by the City Council, including street and lot layout and Utility Master Plan, based upon recommendations from the Planning Commission and input from utility companies and referral entities, will constitute Preliminary Plat approval. Each phase will then be addressed separately in a Final Plat approval process which will include submittal of detailed construction drawings and other documentation required by ordinance.

**2. Site Plans** – Any required subdivisions relative to the site plan must be approved prior to the submission of the non-residential site plan. A review of the drawings and supporting documents will be completed to determine conformance with the City's General Plan and Zoning Ordinance requirements.

## II. Timing and Scheduling

**1.** It is not unusual in most communities for the subdivision or site plan review and approval process to take several months. The same may also be true for Hooper, depending upon the challenges associated with the proposed subdivision and the number of entities involved in the

review and approval process. The best way to keep the schedule to a minimum is to provide complete submittals in accordance with application and submittal milestones. Those milestones are described in detail in the paragraphs below and have summarized here for your convenience.

Note: The milestone schedule does not allow the subdivision to be reviewed by the City Council at the next meeting following the Planning Commission meeting.

### **Minor Subdivisions and Site Plans**

#### **Combined Preliminary and Final Plat Approval**

- Complete Plat Submittal – At least 30 days prior to Planning Commission Meeting. (Note: This will result in the applicant being added to the Planning Commission list of unscheduled items. This is done on a first come, first served basis. The Planning Commission may limit the number of items on an upcoming agenda.)
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal.
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting.
- City Staff reports to Planning Commission – Prior to Planning Commission Meeting.
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council meeting
- City Staff reports to City Council – Prior to City Council Meeting

### **Other Subdivisions**

#### **Preliminary Plat Approval**

- Complete Preliminary Plat Submittal – at least 30 days prior to Planning Commission Meeting (Note: This will result in the applicant being added to the Planning Commission’s list of unscheduled items. This is done on a first come, first serve basis. The Planning Commission may limit the number of items on the upcoming agenda.)
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal.
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting.
- City Staff reports to Planning Commission – Prior to Planning Commission Meeting.
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council meeting
- City Staff reports to City Council – Prior to City Council Meeting

#### **Final Plat Approval**



- Complete Final Plat Submittal – at least 30 days prior to Planning Commission Meeting (Note: This will result in the applicant being added to the Planning Commission’s list of unscheduled items. This is done on a first come, first serve basis. The Planning Commission may limit the number of items on the upcoming agenda.)
- City Staff/Engineer Review and Response – within 10 days following receipt of complete submittal.
- Applicant additions/corrections back to City Staff – at least 10 days prior to Planning Commission Meeting.
- City Staff reports to Planning Commission – Prior to Planning Commission Meeting.
- Applicant additions/corrections back to City Staff – at least 7 days prior to City Council meeting
- City Staff reports to City Council – Prior to City Council Meeting

### III. Concept Conference (Optional)

**1. Intent** - This stage of review is designed to provide the applicant with a means of understanding regulations, policies, and procedures prior to any formal submission of a project, to speak directly with City officials regarding the concept, and to learn who will need to be contact and worked with throughout the subdivision process. The City will arrange for any joint meeting with other entities, when it is appropriate, so that the discussion of a proposal can occur at one time with the applicant rather than having meetings occur at separate times with each office involved.

This meeting is optional and will be scheduled only at the request of the applicant as a means of discussing the feasibility of the project and learning the City’s subdivision and site plan review process. There is a \$200 fee associated with the Concept Conference.

**2. Procedure –**

- a) The applicant should make an appointment with the City Planning Department at the City Office (801-732-1064) to discuss the proposal being considered. The City Planning Department should provide us with information sufficient to determine if other entities need to be involved in the initial discussion.
- b) The City Planning Department will then arrange for an informal meeting, in which the applicant can discuss the proposal.
- c) The informal meeting will involve constructive dialogue between the applicant, Mayor, City Engineer, and other representatives during which the applicant will receive guidance on the submittal to be made at a later date.

- d) Should the applicant decide to proceed, formal submission of a Preliminary Plat or Site Plan should occur, based upon the recommendations of the City Staff, City regulations and the applicant's proposal.

Refer to Chapter 6 of Title 10 of the Hooper City Municipal Code for additional details relating to the subdivision and site plan review and approval process.