



290 NORTH 100 WEST, LOGAN UT 84321
 PHONE (435) 716-9021 FAX (435) 716-9001
 www.loganutah.org

APPLICATION PROCESS FOR PROJECT REVIEW

THE PROJECT REVIEW PROCESS

- The application must be complete and submitted on time. Incomplete and/or late applications will not be accepted nor scheduled for review. All application fees are required at time of submittal.
- Comments are requested from affected entities and each City Department to assist with any recommendations, conditions, and/or modifications for the project.
- For projects that go to the Planning Commission, a pre-development meeting is held two weeks prior to each Planning Commission meeting. This meeting is intended to advise the applicant of any questions, concerns or comments that have been received.
- Public notices are mailed to surrounding property owners (within 300' of the subject property) to allow an opportunity for input on the proposed project.
- Staff prepares a written report for the project. The report includes information about the proposal, staff's recommendation, and justification(s) for any conditions or modifications.
- Seven (7) days prior to the meeting, the staff report and agenda are sent to the appropriate committee, the property owner(s), authorized agent(s) for the property owner, and posted for public review.

Notes:

- Applicants are encouraged to work with staff prior to application submittal to ensure that the proposal is consistent with applicable plan and code requirements.
- Staff's recommendations are based on General Plan guidelines and Land Development Code (LDC) requirements. Applicants are encouraged to review the Code prior to submittal. The Land Development Code can be found on the City website at www.loganutah.org (Community Development Department).

APPLICATION SUBMITTAL DEADLINES AND MEETING DATES

Planning Commission meetings are held on the **second** and **fourth Thursday** of each month at **5:30 pm**.

*Only one meeting will be held in November & December

2023 PLANNING COMMISSION SCHEDULE				
Deadline 12:00 pm	Meeting 5:30 pm		Deadline 12:00 pm	Meeting 5:30 pm
December 5, 2022	January 12		June 5	July 13
December 19, 2022	January 26		June 20	July 27
January 2	February 9		July 3	August 10
January 17	February 23		July 17	August 24
January 30	March 9		July 31	September 14
February 13	March 23		August 14	September 28
March 6	April 13		September 5	October 12
March 20	April 27		September 18	October 26
April 3	May 11		October 10	November 16
April 17	May 25			Thanksgiving
May 1	June 8		*November 6	December 14
May 15	June 22		*December 4	January 11, 2024

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APPLICATION FEE SCHEDULE

Type of Application	Fee
Administrative Design Review	\$400.00
Design Review Permit or Conditional Use Permit	\$500.00
Subdivision (Preliminary Plat or Minor Subdivision)	\$450.00 + \$25.00 per lot/unit
Subdivision (Final Plat)	\$350.00 + \$20.00 per lot/unit
Zone Change or Code Amendment	\$550.00
Permit Extension	Same as original application fee
Land Use Appeal Board (Appeal or Variance)	\$350.00
Water Model Analysis* (Additional fee to projects where new water demands are proposed)	\$100.00

Checks, cash and credit cards accepted. Make checks payable to City of Logan. Visa, Master Card and Discover Card accepted.

If two or more application types are being included in one submittal, only the highest of the applicable fees is required. Refunds are available for withdrawn projects at 100% **minus** the cost of application processing to date. No refunds are granted for projects that are denied or withdrawn after the public hearing.

***Note for Water Model Analysis:**

For new construction or change of use, the submittal must include data showing projected potable water and fire flow demands of the project for use in the City's water model. A subsequent evaluation during final design is also required. Contact the Fire Marshal and the Engineering Division with any specific questions.

APPLICATION SUBMITTAL

- Email application and applicable documents (PDF format) to planning.commission@loganutah.org.
- Payment may be collected over the phone by calling 435-716-9021, in person, or mailed in to the
- following address:
Logan City Community Development
Attn: Planning
290 N 100 W Logan, UT 84321

All items **must** be submitted **no later than 12:00 p.m.** on the deadline date.

Submittal Requirements per Type of Project*

All Projects:

- Application with complete and detailed project description.
- Signature on application provided, or signed letter from the property owner indicating permission to proceed.

Design Review Permit:

- Application fee due at time of submittal.
- Water Model Analysis – If applicable.
- Cache County Recorder's ownership plat map(s) with subject property highlighted.
- 11"x17" Site plan to scale (full size if necessary). See site plan requirements below.
- 11"x17" Building elevations to scale, dimensioned, labeled N, S, E, W, stamped by an architect
- Colored renderings of exterior façade (or color board).
- Floor Plan - If applicable.
- Proof of ownership (copy of deed or title to the property).
- 3D images - If desired.
- Demolition Plan - If applicable.

Conditional Use Permit:

- Application fee due at time of submittal.
- Water Model Analysis – If applicable.
- Cache County Recorder's ownership plat map(s) with subject property highlighted.
- 11"x17" Site plan to scale (full size if necessary). See site plan requirements below.
- Floor Plan - If applicable.
- Proof of ownership (copy of deed or title to the property).
- For a Short-Term Rental (STR), a dimensioned site plan showing off-street parking and the entire house floorplan, including bedrooms intended to be used along with a detailed description of the proposed STR is required.

Subdivision Permit:

- Application fee due at time of submittal.
- Water Model Analysis – If applicable.
- Proof of ownership (copy of deed or title to the property).
- Cache County Recorder's ownership plat map(s) with subject property highlighted.
- 11"x17" Site plan to scale (full size if necessary). See site plan requirements below.

Notes:

- All preliminary plat maps must be stamped and prepared by or under the supervision of a professional who is appropriately licensed to prepare plat maps in the State of Utah.
- Projects with more than five lots, or lots that are identical, may indicate dimensions on a few lots as "typical." The square footage or acreage shall be clearly labeled on each lot.
- Plat must include:
 - Vicinity map
 - Existing or proposed contours and topography.
- Compliance with the mapping requirements of the Land Development Code.
- Identification of common area and open space.
- If the subdivision is going to be completed in **phases**, a phasing plan shall be submitted.
- If applicable, provide title report to City Engineer.

Administrative Review:

- Application fee due at time of submittal.
- Cache County Recorder's ownership plat map(s) with subject property highlighted.
- Specific submittals based on project type. Refer to Subdivision or Design Review requirements.

Rezone:

- Application fee due at time of submittal.
- Cache County Recorder's ownership plat map(s) with subject property highlighted.

* Contact staff for submittal requirements on applications not listed above.

Site Plan Requirements:

- All sheets showing dimensions must include an accurate **BAR SCALE**.
- All non-residential site plans shall be **prepared, stamped, and signed** in accordance with LDC 17.39.030.C.
- Vicinity map.
- All site plans must be to scale, adequate to show detail and include a bar scale.
- Perimeter property lines with dimensions and radii of curves.
- Location, purpose, and width of right-of-ways and easements.
- Location of existing and proposed buildings – differentiate between the two and indicate demolition if proposed.

- Location of existing and proposed fences, retaining walls, or walls.
- Proposed and existing parking lot design and dimensions.
- Conceptional landscaping & open space identification (detailed Performance Landscape Plan required prior to receiving building permit).
- Refuse storage/collection areas and screening (see LDC 17.30.080.B).
- Location and dimension of driveway access to City streets.
- Location of fire access and turnarounds for emergency vehicles.
- Location of existing or proposed fire hydrants, identifying those hydrants already in place.
- Existing and proposed streets and road right-of-ways.
- Existing and proposed location of utilities (sewer, water, power, gas, and telecommunications) and storm drains – differentiate between existing and proposed.
- If your property is within 100’ of a river or canal, include the *100 Year Flood Plain* on your property. Flood Zone Maps are available from the Public Works Department.
- If your property is in an area of known wetlands, you must consult with the Army Corps of Engineers or hire a qualified professional to delineate the wetland area(s).
- Location of canals or irrigation ditches in/around subject property, and name of the company if available.

Note About Building Plans:

The above submittal requirements are for the Project Review application only. Building permit application may require additional details. For building permit submittal requirements visit the City website at www.loganutah.org (Community Development Department, Building). A building permit will not be issued until all conditions of approval have been met.

CITY CONTACTS:

<u>Planning & Zoning</u>	716-9023	<u>Light & Power</u>	716-9700
<u>City Forester</u>	716-9749	<u>Business License</u>	716-9230
<u>Building Department</u>	716-9030	<u>Solid Waste Collection</u>	716-9760
<u>City Engineer</u>	716-9160	<u>Environmental Services</u>	716-9752
<u>Public Works</u>	716-9151	<u>Fire Department</u>	716-9515
<u>Engineering (Water Model)</u>	716-9622	<u>Water/Cross Connection</u>	716-9627



APPLICATION FOR PROJECT REVIEW

For Staff Only					
<input type="checkbox"/> Planning Commission		<input type="checkbox"/> Land Use Appeal Board		<input type="checkbox"/> Administrative Review	
Date Received	Zone/Neighborhood	Scheduled Meeting Date		Application Number	
Type of Application (Check all that apply):					
<input type="checkbox"/> Design Review		<input type="checkbox"/> Conditional Use		<input type="checkbox"/> Subdivision	
<input type="checkbox"/> Code Amendment		<input type="checkbox"/> Appeal		<input type="checkbox"/> Administrative Design Review	
		<input type="checkbox"/> Zone Change		<input type="checkbox"/> Other	
PROJECT NAME					
PROJECT ADDRESS				COUNTY PLAT TAX ID #	
AUTHORIZED PROJECT REPRESENTATIVE FOR OWNER				PHONE #	
MAILING ADDRESS		CITY	STATE	ZIP	
EMAIL ADDRESS					
PROPERTY OWNER OF RECORD				PHONE #	
MAILING ADDRESS		CITY	STATE	ZIP	
EMAIL ADDRESS					
DESCRIBE THE PROPOSED PROJECT AS IT SHOULD BE NOTICED AND PRESENTED (Include as much detail as possible - attach a separate sheet if needed)				Total Lot Size (acres)	
				Size of Proposed New Building (square feet)	
				Number of Proposed New Units/Lots	
I certify that the information contained in this application and all supporting plans are correct and accurate. I also certify that I am authorized to sign all further legal documents and permit on behalf of the property owner.			Signature of Property Owner's Authorized Project Representative		
I certify that I am the property owner on record of the subject property and that I consent to the submittal of this project. I understand that all further legal documents and permits will be sent to my authorized agent listed above.			Signature of Property Owner		

APPLICATION MUST BE ACCURATE AND COMPLETE
NO SITE ACTIVITY MAY OCCUR UNTIL AFTER APPROPRIATE COMMITTEE APPROVAL -