



# SITE PLAN & ARCHITECTURAL REVIEW

Application Number
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Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | [www.ch.utah.gov](http://www.ch.utah.gov)

<b>Property Address</b>	
<b>Brief Project Description</b>	
<b>Property Owner (Name and Company)</b>	
<b>Property Owner Mailing Address</b>	
<b>Property Owner Phone</b>	
<b>Property Owner Email</b>	
<b>Applicant (Name and Company)</b>	
<b>Applicant Mailing Address</b>	
<b>Applicant Phone</b>	
<b>Applicant Email</b>	
<b>Application Date</b>	
<b>Applicant Signature</b>	
<b>FOR OFFICE USE ONLY</b>	
<b>Project Zoning (Including Overlay)</b>	
<b>Fee Paid (Amount and Date)</b>	

This application coversheet and all required attachments from the following checklist should be **submitted in digital format** to the Community and Economic Development Department at [planning@ch.utah.gov](mailto:planning@ch.utah.gov).

Please note that all items will be required at the time of formal submittal, unless otherwise specified by staff. Staff reserves the right to request additional materials as deemed necessary. A complete application and materials must be submitted by the month prior's public meeting date, in order to be eligible for the upcoming meeting agenda. Please contact staff at [planning@ch.utah.gov](mailto:planning@ch.utah.gov) with questions about these dates. Submitting an application by this date does not guarantee scheduling for the upcoming meeting, as additional information or extended staff review may be necessary.

## GENERAL

- Application Coversheet (Page 1)
- Project Narrative (Page 3)
- Signed Consent Form (Page 4)
  - Only required if applicant is different than property owner

## PLAN SUBMITTAL REQUIREMENTS

- Site Photographs
- Site Plan
  - Property lines
  - Existing and proposed structures with setback markings
  - Sidewalks, driveways, and curb cuts
  - Any additional details requested by staff
- Design Details
  - Color samples
  - Exterior materials
  - May be submitted as PDF swatch sheet or physical materials board
- Landscape Plan
  - Location of existing and proposed plants
  - Location and dimension of paving
  - Plant palette with species names, symbols, sizes, spacing and quantities
  - Calculations for landscaping, open space, impervious surface percentages, and lawn
- Cross Sections
  - Include all proposed cuts and fills
- Conceptual Grading and Drainage Plan
  - Existing and proposed drainage flows and retention
- Floor Plans
  - Include existing and proposed floor plan with dimensions
- Outdoor Lighting Plan
  - Fixture/bulb cut sheets
  - Lumen output
    - Per fixture
    - Total site
  - Kelvin output
  - Fixture height
  - Foot candle measurements
- Elevation Drawings or Color Photo Simulations
  - Required for all proposed changes

**OTHER REQUIRED ITEMS INCLUDE:**

*The above text box is reserved for office use only, for staff to indicate any additional items that are required for this project.*

**PROJECT NARRATIVE**

Your narrative will be considered an integral part of your application and should provide a comprehensive overview of your project, including, but not limited to the following elements. **Please note that staff reserves the right to deem any application lacking appropriate narrative detail as incomplete.**

- Describe the overall rationale or intention of the project.
- Describe how the proposed project is consistent with the Cottonwood Heights General Plan, zoning ordinance, and any pertinent area master plans and/or corridor/streetscape guidelines.
- Describe how the proposed project is consistent with the city’s Architectural Design Guidelines.
- Describe the spatial relationship that will exist between nearby structures and the proposed project, as well as open spaces and topography, both within the project site and in its surrounding context.
- Explain how the site layout will promote safety and convenience relative to ingress, egress, internal circulation (for pedestrians and vehicles), parking areas, loading areas, and service areas.

**OWNER'S CONSENT FORM**

I/we, the Undersigned, do hereby grant permission to:

\_\_\_\_\_

To act on my/our behalf for the purpose of the following application:

\_\_\_\_\_

Owner(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

State of UTAH }  
County Of: \_\_\_\_\_ } ss.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me, or whose identity I verified on the basis of their \_\_\_\_\_, or on the oath of \_\_\_\_\_, a credible witness whose identity I verified on the basis of their \_\_\_\_\_, to be the person(s) whose name(s) is/are subscribed to in this instrument and acknowledged that they executed the same.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Commission Expiry Date

