



# Santa Clara City, Utah

## Hillside Protection Overlay (HP) Zone Permit Application

**Filing Fee: Refer to City's Development Fee Schedule**

*Note: Submittal of incomplete application could delay processing.*

Proposed Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Applicant(s) / Property Owner(s) Information

Applicant: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

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

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

Contact Phone Number: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**If additional owner(s) please add addendum**

### Property Description

Street Address/location of property (*Note: Also include a legal description on a Compact Disc in Word or pdf. format*):

Current Zoning Designations: \_\_\_\_\_

Parcel Size (acres): \_\_\_\_\_

Number of Phases: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Major Cross Street(s): \_\_\_\_\_

**Property Owner's Authorization**

The undersigned below, or as attached, is the owner(s) of the property which is the subject of this application. The undersigned does duly authorize the applicant, named within this application, to act as applicant in the pursuit of a hillside protection overlay zone permit for the property.

**I swear that I am (the) (a) owner(s) of the property which is the subject matter of the application, as it is shown in the records of Washington County, Utah.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
PROPERTY OWNER

STATE OF UTAH )

:SS

COUNTY OF WASHINGTON)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared before me  
- and - , the signer's of the above

instrument, who duly acknowledged to me that he/she/they executed the same.

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

## Hillside Protection Overlay Zone Permit Application Submittal Requirements

*(Refer to attached copy of Santa Clara City Hillside Protection Overlay Zone Flowchart on pages 7 and 8)*

1) All documents shall be submitted in both hard copy and pdf format to the City Zoning Administrator. Submit seven (7) copies and one original (11" x 17") and four (4) —Plat Size (24" x 36") of the following for Technical Review Committee (TRC) initial review. (Note: An additional ten (10) copies may need to be submitted, which have incorporated any TRC recommended changes for Hillside Review Board (HRB) review. After Hillside Review Board review, applicant may be required to submit an additional three (3) copies of the required documents addressing any Hillside Review Board suggestions for changes for Planning Commission review. After Planning Commission review, applicant may be required to submit an additional three (3) copies of the required documents addressing Planning Commission suggestions for changes for City Council review).

- a. Hillside Protection Overlay Zone Permit Application
- b. All documents, exhibits, studies, drawings, and any other information as required by Chapter 17.80.030 of the Santa Clara City Zoning Ordinance.
- c. Hillside Protection Overlay Zone Permit Checklist (attached checklist serves as a guide for adhering to Santa Clara City's hillside protection overlay zone requirements. City Staff will use the checklist for completeness reviews and insuring code compliance for projects subject to the hillside protection overlay zone).
- d. Note: The City Council may require additional studies pursuant to 16.12.050 (M) (3) of the City's Subdivision Ordinance (Title 16).

2) Fees: Refer to attached Development Fee Schedule for Santa Clara City. Fees are subject to change from time-to-time as approved by the Santa Clara City Council. Review of the hillside protection overlay zone permit application will not commence until fees are paid in full.

**For comprehensive information of the hillside development permit requirements and process, refer to appropriate City Codes and Statutes. Codes can be viewed at [www.santaclaracityutah.com](http://www.santaclaracityutah.com) or at the City offices.**

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Office Use Only:

Date \_\_\_\_\_ Plan \_\_\_\_\_ Submitted: \_\_\_\_\_ Date \_\_\_\_\_ Plan \_\_\_\_\_ Accepted: \_\_\_\_\_

Received By: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Amt Due: \_\_\_\_\_ Amt Paid: \_\_\_\_\_

Notes:



## Development Approval Checklist Santa Clara City

### HILLSIDE PROTECTION OVERLAY (HP) ZONE PERMIT CHECKLIST

Project Name: \_\_\_\_\_

#### I. REQUIRED DOCUMENTS (17.80.030-E)

YES    NO    N/A

#### **1. Slope Analysis Exhibit (17.80.030-E-1)**

- |   |   |     |  |
|---|---|-----|--|
| Y | N | N/A | a. Signed and stamped topographical map including all property within 150 feet of the boundary of the site.                                      |
| Y | N | N/A | b. Slope analysis calculations and exhibit delineating slope bands of 0 to 15%, 15.01 to 25%, 25.01 to 30%, 30.01 to 40%, and 40.01% or greater. |
| Y | N | N/A | c. Tabulation chart indicating the land area within each slope category.   |
| Y | N | N/A | d. Slope cross sections to clearly indicate the extent of the proposed grading.  |

#### **2. Concept Plan (17.80.30-E-2)**

- |   |   |     |   |
|---|---|-----|---|
| Y | N | N/A | a. General Information including names, addresses, telephone numbers, date of application, and notarized signatures of the applicant. Must be submitted in both hard copy (paper) and digital (PDF) format. |
| Y | N | N/A | b. Vicinity Map   |
| Y | N | N/A | c. A plan of the proposed development including boundary lines, any identified preservation areas, all existing and proposed improvements, and the limits of the HP zone in relation to the property.       |
| Y | N | N/A | d. The type and nature of the development.  |
| Y | N | N/A | e. The goals and objectives of the developer, including the proposed plan for the long-term maintenance and ownership of the improvements within the development.   |
| Y | N | N/A | f. The development's relationship to and compatibility with the General Plan and other City master plans.   |
| Y | N | N/A | g. Existing Conditions Photographs in digital format.   |

### **3. Technical Reports (17.80.30-E-3)**

Y	N	N/A	<p>a. Grading Plan, at a scale of not less than one inch equals one hundred feet (1" = 100'), shall show existing contours extending at least 150 feet outside all boundary lines, proposed contours, cross sections, legend, description of the import or export methods to be employed in acquisition or disposal of soil and other materials, and a schedule showing when each stage of the project will be completed including the estimated starting and completion dates.</p>
Y	N	N/A	<p>b. Drainage Report and Plan showing all surface and subsurface drainage facilities to be constructed, a map showing the drainage areas and estimated runoff of the area to be served by any drainage systems or facilities, plan to show that storm water or nuisance water shall not adversely impact other properties, address detention basins and storm drainage considerations, and provide a conceptual plan for all drainage to be provided.</p>
Y	N	N/A	<p>c. Improvement Plans that show all existing and proposed buildings or structures and cross-sections of the areas where they are to be located. Show all proposed roads, utilities, easements and drainage channels and improvements. Show any buildings or structures on adjacent property which may be affected by grading operations. Show all retaining structures with location, height, construction type, and any other details needed.</p>
Y	N	N/A	<p>d. Geotechnical Report that references "The Geologic and Adverse Conditions St. George – Hurricane Metropolitan Area" document and maps prepared by the USGS. Report to include a general description of topography, drainage conditions, surface vegetation, and surface features, a location map, an evaluation of the subsurface conditions, identification of potential geotechnical constraints, and location and recommendations concerning any springs or seeps. Specific geotechnical recommendations concerning site preparation, suitability of on-site soils, stable cut and fill slopes, foundation types and design criteria, anticipated settlement, specific design and construction considerations, design criteria for retaining walls, soil corrosion, moisture protection and surface drainage. Detailed design recommendations for any planned rockery walls, mechanically stabilized earth walls, or reinforced fill slopes. A detailed slope stability analysis may be required if potentially unstable rock or soil units or slope creep have been identified on the site. Geotechnical mitigation measures must be reasonable and practical to implement. Long-term infrastructure maintenance shall be addressed in the engineering studies and a plan shall be proposed.</p>
Y	N	N/A	<p>e. Geology Report that references "The Geologic and Adverse Conditions St. George – Hurricane Metropolitan Area" document and maps prepared by the USGS. Report to include the location and boundaries of the site and general geologic setting, specific geologic conditions at the site, identification of potential geologic hazards, conclusions and recommendations regarding the effects of the geologic conditions and any potential hazards on the proposed development, and recommendations to minimize any hazard to life or property, or any adverse impact to the natural environment.</p>

Y	N	N/A	f. Landscape Plan and Report shall describe and show how the proposed landscaping will meet the requirements of the HP zone. It shall include a description of existing vegetation, a plan of any proposed vegetation or modifications to existing vegetation, and a plan for the preservation of existing vegetation during construction activities. Erosion protection of slopes shall be included in the plan.
Y	N	N/A	g. Other Reports deemed necessary by the HRB, Planning Commission, and/or City Council to assure the health, safety and welfare of the project residents or general public may be requested from the applicant. These may include environmental hazardous materials studies, biological resources reports, or other reports.
Y	N	N/A	h. Grading Limit Monuments shall be installed prior to any grading activity on the site to permit monitoring and enforcement of the grading limits during and after construction activities.

**4. Additional Visual Analysis Exhibits (17.80.30-E-4)**

Y	N	N/A	a. The HRB, Planning Commission, and/or the City Council may require additional visual analysis exhibits or other reports to adequately address unique circumstances and comprehend the full impact of any proposed development in the HP zone. Furthermore, in some cases the HRB may require the preparation of computer generated three-dimensional imaging or photo imbedded visual simulation to adequately depict the post-development condition and their impact on the visual character of the site. The HRB will determine the number of additional exhibits required and their location and perspectives by visiting the site with the developer's representative.
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NOTE: The City Council and/or staff may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set fourth herein. If so required, the applicant shall bear the full cost of meeting this requirement (16.12.040 (M) (3)).

**Miscellaneous Notes:**



# SANTA CLARA CITY SUBMITTAL DEADLINES

## Development Submittal Deadlines

Effective as of November 15, 2008

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

***Before receiving any petition, all fees must be paid along with the submittal of a complete application.***

\*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

\*\*Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged** but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

<b>SUBDIVISIONS</b>	
<b>TRC &amp; Planning Commission Reviews</b>	
Preliminary Subdivision	Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting.
<b>City Council Reviews</b>	
Preliminary Subdivision	Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.
Final Subdivision	Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.

<b>Misc. Planning &amp; Zoning Approvals</b>	
PD Master Plan Amendment	Same as Planned Development approval.
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Week & a half (1 1/2) prior to the Technical Review Committee Meeting
Hillside Protection Overlay Zone Permit	Complete application should be submitted for Hillside Review at least eight (8) weeks prior to the intended Planning Commission meeting. Any needed changes required by the Hillside Review Board must be incorporated and submitted at least two (2) weeks prior to the Planning Commission meeting.

### **Typical Meeting Schedules:**

**Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: [www.santaclaracityutah.com](http://www.santaclaracityutah.com)**

TRC (Technical Review Committee) Meetings — Every Thursday morning at 8:00 a.m.

Planning Commission — 2<sup>nd</sup> Thursday of each month at 5:30 p.m.

City Council Meetings — 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month at 5:00 p.m.

Hillside Review Board Meetings — Held as needed.