

## VILLAGE PLAN AMENDMENT REQUIREMENTS

*Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday.  
First round of comments anticipated complete after 10 business days.*



SARATOGA  
SPRINGS  
PLANNING

### REVIEW FEE:

Fees based on actual cost. Billed monthly. See Title 19-Land Development Code. GL: 103413100 DIST. CODE: 328

### NOTICING FEE:

NOTICING FEES TO BE DETERMINED BY PLANNING DEPT.

Mailed Notices: \$1.50 per notice (affected entities and property owners within 300') GL: 103413104 DIST. CODE: 316

### CONSULTANT FEES:

If applicable, the applicant will be responsible for all consultant fees incurred.

## Application Process

A Village Plan Amendment may be applied for in accordance with [Chapter 19.26 of the Land Development Code](#). Please review the relevant code and provide the items in the checklist below.

**Disclaimer:** Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

### STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

### STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: [cityworks.saratogasprings-ut.gov/publicaccess](https://cityworks.saratogasprings-ut.gov/publicaccess)
- To review the Public Access Portal Guide, see [www.SaratogaSprings-UT.gov/portalguide](https://www.SaratogaSprings-UT.gov/portalguide).
- To submit your application
  - a. Click **Create Application**.
  - b. Choose the **Planning** category.
  - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.

- e. Upload **and label** required and supporting documents.
  - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
  - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at [www.saratogasprings-ut.gov/certification](http://www.saratogasprings-ut.gov/certification). All owners must sign. You can upload multiple copies.
  - iii. Upload and label any other supporting documents.
- f. **Tips for completing your application:**
  - i. You can type in an address, a street or intersection, or choose the exact location on the map
  - ii. Red indicates a required field
  - iii. When adding people, click “more ....” for additional required fields
  - iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

### **STEP 3 – COMPLETENESS REVIEW**

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete.

### **STEP 4 – PAY FEES**

- After the application is deemed complete, it will enter formal review. The fees for this application will be invoiced to the applicant for actual cost of review, meetings, noticing, etc.
  - Invoices will be emailed to the Applicant(s) monthly and can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
- Physical checks accompanied by an invoice may be delivered to:
- City of Saratoga Springs  
Planning Department  
319 South Saratoga Rd  
Saratoga Springs, UT 84045
- You agree that all consultant fees will be accrued on a pass-through basis and you will be responsible for reimbursing the City within thirty days of receipt of invoice or notice.
  - You understand that if you do not remain current on your fees owed to the City, all work will be suspended until the account is no longer delinquent.

### **STEP 5 – REVIEW**

- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

### **STEP 6 – PREPARE RESUBMITTAL** (if needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

### **STEP 7 - APPROVAL**

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

**Questions on the application process?** See the Cityworks Public Portal User Guide at [www.saratogasprings-ut.gov/portalguide](http://www.saratogasprings-ut.gov/portalguide) or contact us at 801.766.9793 x 155 or [Planning@SaratogaSprings-UT.gov](mailto:Planning@SaratogaSprings-UT.gov).

**Questions about comments after staff review?** Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

## **Planning Checklist Items**

Applicant	City Use Only	
		<b><i>The items below are required.</i></b> <b><i>Check or initial the applicable boxes to indicate they have been included.</i></b>
		1. <b>Project Name:</b> _____
		2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the <a href="#">Acknowledgement &amp; Certification</a> page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		<b><i>Check or initial the applicable boxes to indicate which items have been included.</i></b> <b><i><u>Only items related to the proposed amendment are required.</u></i></b>
		4. Description. A metes and bounds legal description of the property and a vicinity map.
		5. Detailed Use Map. A list of all permitted and conditional uses and a map depicting the proposed land uses by type for all property within the Village Plan Area, and demonstrating appropriate buffering from neighboring land uses, including uses within and outside of the Planned Community District.

		6. Detailed Buildout Allocation. An allocation of all acreage within the Village Plan area by land use type and geographic subarea, parcel, or phase with maximum buildout levels calculated based on the City's measure of equivalent residential units, including residential and non-residential density allocations and projections of future population and employment levels.
		7. Development Standards. Detailed development standards for each land use type including specific provisions governing height, setbacks, parking requirements, parking lot locations, and minimum private open space.
		8. Design Guidelines. Detailed design guidelines for each land use type including specific provisions governing density and floor area ratios.
		9. Associations. If not previously established pursuant to Subsection 19.26.03.2.d., details regarding the creation of an owners' association, master association, design review committee, or other governing body to review, approve, and enforce architectural requirements and restrictions and common area maintenance obligations.
		10. Phasing Plan. A conceptual phasing and maintenance plan for development of all uses and supporting infrastructure and open space within the Village Plan Area.
		11. Lotting Map. A conceptual plat map depicting conceptual lotting patterns.
		12. Landscaping Plan. A landscaping plan and plant palette including a legend which includes height, caliper, and numbers of all plant materials and is consistent with the Community Plan.
		13. Utility Plan. Utility and infrastructure plan that is consistent and links seamlessly with the community wide systems outlined in the Community Plan.
		14. Vehicular Plan. Vehicular circulation and mobility plan that is consistent and links seamlessly with the community-wide systems outlined in the Community Plan.
		15. Pedestrian Plan. Pedestrian and bicycle mobility plan that is consistent and links seamlessly with the community-wide systems outlined in the Community Plan.
		16. Density Transfers. Detailed transfer of density and non-residential square footage provisions.
		17. Additional Detailed Plans. Other elements as necessary to detail plans and direction contained in the Community Plan, such as grading plans, storm water drainage plans, wildlife mitigation plans, open space management plans, sensitive lands protection plans, hazardous materials remediation plans, and fire protection plans.
		18. Site Characteristics. A description of existing physical characteristics of the site including any sensitive lands, waterways, geological information, fault lines, general soils data, and contour data.

		19. Findings. A statement explaining the reasons that justify approval of a Village Plan in relation to the findings required by the Planned Community District.
		20. Mitigation Plans. Plans describing the protection and mitigation of significant environmental issues, such as wetlands, historical sites, and endangered plants, identified in the Community Plan.
		21. Offsite Utilities. An estimate of the cost to provide off-site utilities and other public infrastructure facilities to the site.
		22. An editable word file of the proposed MDA.