

# MIDWAY CITY

## Planning Office

75 North 100 West  
Midway, Utah 84049

Phone: 435-654-3223 x105  
Fax: 435-654-2830  
mhenke@midwaycityut.org

### Concept Plan Application for Standard Subdivision/Planned Unit Development No Application Fee

#### Owner(s) of Record:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### Applicant or Authorized representative:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

SUBDIVISION       PUD

Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Number of acres: \_\_\_\_\_ estimated miles of new road: \_\_\_\_\_

Proposed number of units or lots: \_\_\_\_\_

#### FOR OFFICE USE ONLY

**STAFF:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Application Number: \_\_\_\_\_

Zone: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

**PLANNER:**

Complete / Incomplete

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



## Concept Plan Requirements for Standard Subdivision/Planned Unit Development

### Section 16.16.4 Concept Plan

The purpose of the Concept Plan Review is to explore general feasibility early in the planning process. The Concept Plan helps avoid unnecessary and costly delays when information or necessary resources are not available because they were not addressed until later in the process. While the Concept Plan procedure is not an approval, it is still an important part of the overall approval process. While more flexible in nature than the subsequent steps of preliminary and final approvals, it still needs to be carefully prepared and thoroughly reviewed to be useful.

### CHECKLIST

As part of the Concept Plan, the developer shall submit:

A. An application for development with the following elements:

- 1. The names, addresses and contact information of the applicant and owners of the property.
- 2. Written description of how the development will comply with and promote Midway City's Vision and Land Use Ordinance (Title 16).
- 3. A declaration about whether this application is for a PUD or a Standard Subdivision and the project name.
- 4. A site plan prepared to scale on a topographic base by a professional planning team which shows the concept of the major features of the project, including roads in relation to existing conditions and developments within one-fourth of a mile of the outside boundaries of the development. Handwritten plans will not be accepted. Twenty copies of the Concept Plan on 11"x 17" size paper shall be submitted to the Planning Department for review by the Planning Commission.
- 5. Applicant entity name, primary contact name, civil engineer, architect and attorney, with respective contact addresses, phone numbers, fax numbers, and email addresses for each.
- 6. Development plan showing lot, pad or unit location and size(s).
- 7. Number of lots, pads, or units and how they conform to the underlying zone.
- 8. The types of buildings in the project by use and by architectural style, accompanied by conceptual architectural renderings.
- 9. All proposed common areas and/or amenities.
- 10. Any proposed public dedications proposals.
- 11. Conceptual Landscape Plan.
- 12. Open space provisions including the following information:
  - a. Location.
  - b. Size.
  - c. Description of how the open space plan conforms to the standards for open space.
  - d. Proposal for the final disposition and management of open space property.
  - e. Any off-site open space trading provisions as allowed by this Code shall be approved by the City Council before applying for preliminary plan approval; however, any proposals for this purpose should be disclosed as much as possible now.
- 13. Any trails proposed within the project including an analysis that shows how this trail plan works in conjunction with the City Trails Master Plan.
- 14. A topographic map that is suitable for GIS and CAD analysis or other acceptable digital format.
- 15. Sensitive Lands.
  - a. Topographic information.
  - b. Identify potential sensitive land issues and a plan for how to address these issues.
  - c. Potential wildlife issues with the project and on the site.
- 16. A description of how public participation will be conducted consistent with the Citizen Participation requirements of the City, as outlined in Title 16.
- 17. A summary of the water needed for the proposed project showing how much is owned now compared to how much is estimated to be needed to complete the project.

18. Letter of submittal for the concept plans to the Heber Valley Fire Special Service District that transmits the plans to them.

19. Plans for Swiss/Alpine architecture, as applicable.

20. The Concept Plan may be used as a guide to request a Master Plan Development Agreement that will be used to guide the development of a PUD or subdivision in phases over more than one building season and which will require recording of more than one subdivision or condominium plat. Master Plan Development Agreements may be requested prior to Preliminary and Final Approval because they provide the basis for the portion of the Development Agreement that describes the zoning entitlements of the property. A Master Plan request shall have the following characteristics:

a. Phases that implement Master Plans shall prepare applications for Preliminary and Final Approvals as otherwise required under this Chapter for PUDs and Standard Subdivisions for each phase prior to implementation. The Master Plan request must show each of the proposed different phases and their construction sequence relative to each other.

b. In addition to the utility requirements for Concept Plans, the Master Plan application must be prepared in sufficient additional detail to receive preliminary approval from the Midway City Water Board and the Midway Sanitation District, provide for the scheduling of all necessary water rights, water mains, sewer service interceptor capacity and laterals for the entire Master Plan along with a schedule that matches the phasing plan.

c. A Master Plan request must demonstrate that approval of the project in multiple phases can occur such that the project can still function autonomously if subsequent phases are not completed. Therefore the Master Plan application must demonstrate that sufficient property, water rights, roads, sensitive lands protection, and open space are proposed with the first phase to allow the project to function without subsequent phases.

d. Special information must also be prepared for Master Plan applications to demonstrate that all facilities necessary to implement all life safety codes in effect at the time of application will be constructed and be maintained at the time the first phase is requested of the City.

e. Master Plan applications must be reviewed by the Planning Commission and approved by the City Council.

f. No City Council approval may be considered until after a public hearing has been held to consider the recommendation of the Planning Commission with regard to the Master Plan.

g. The Planning Commission and City Council may schedule such public hearings and extra meetings as they deem necessary to find the information necessary to make a recommendation to the City Council for a Master Plan.

h. After approval by the City Council a Development Agreement must be prepared and executed by the applicant and the City, sufficient to describe the entitlement granted to implement the Master Plan. The Development Agreement must be signed by the applicant within 45 days of approval. If the Development Agreement is not signed within 45 days of Final Approval then all approvals are null and void.