

**APPLICATION FORM FOR STAMPED SITE PLAN APPLICATIONS & SUBMISSION
REQUIREMENTS**



**City of Moab – Planning and Zoning Department
217 East Center Street
Moab, Utah 84532
Phone: (435) 259-5129
Fax: (435) 259-0600**

USE THIS APPLICATION IF: you are planning a commercial development, a multi-family residential use requiring a site plan (whether new, amended, or a change in use), or if you intend to construct, enlarge, structurally alter, or move on a building or structure within the city of Moab. All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within twenty-one business days.

Please note: Failure to comply with the requirements of a complete application will result in delay of processing your application.

Project Name: Moab My Place Hotel

CITY USE	
APPLICATION NUMBER:	RECEIVED DATE STAMP
APPLICATION FEE: <ul style="list-style-type: none"> • NEW OR AMENDMENT SITE PLAN - \$50.00 PER EACH 1,000 SQUARE FEET OF FLOOR AREA $\\$50 \times 30000 / 1000 = \\1500 • MINIMUM FEE \$50.00 	
TREASURER'S RECEIPT NUMBER:	

**Application for Site Plan Approval under Section 17.67 of the
Moab Municipal Code (MMC), as amended.**

USING THE APPLICATION FORM

This application form is to be used for the following development:

- Construction of a new commercial structure of 2,000 square feet or more; or
- Construction of a new multi-family residential structure of six or more units; or
- Remodeling of an existing commercial building involving an addition of 2,000 square feet or more; or
- Use change of an existing structure involving an addition of 2,000 square feet or more; or
- Establishing a commercial parking lot

Please check with the Planning and Zoning Department to determine whether a Site Plan Application is required and whether the proposed development meets current zoning regulations before submitting the application for processing. The applicant has the responsibility to advise the City of Moab of any changes in ownership, agents, their names, addresses and telephone numbers etc.

COMPLETENESS OF THIS APPLICATION

The information requested by this application must be provided by the applicant, and will be used to process the Site Plan under MMC Section 17.09.660. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

A Pre-application Conference is required prior to submitting a Site Plan Application. This application form is available online at www.moabcity.org or from the Planning Office on the second floor of the City

Center, 217 East Center Street, Moab, Utah 84532. A published schedule of meeting dates is also available at www.moabcity.org.

Please note that this application contains three sections which must be reviewed/completed by the applicant.

✔ Section One – Fees and Application Procedure

- Please complete the fee calculation to ensure you have submitted the appropriate fee

✔ Section Two – Application Form

- Please complete in full and sign as appropriate
- Please complete the Owner’s Acknowledgement on page 4.

✔ Section Three – Site Plan Application Submittal Checklist

SITE PLAN APPLICATION PROCEDURE

An application for Site Plan Approval generally requires about 6 to 8 weeks to achieve final approval, depending on the complexity of the project. This process generally encompasses the following steps:

1. The application is received and reviewed by Planning Staff to ensure all required information is provided on the application form, that the appropriate fee is submitted, and that drawings are submitted in accordance with the City’s requirements.
2. Prior to the final consideration of an application, Planning Staff will schedule a Design Review Team (DRT) meeting for review of the proposal by the rest of the city departments as well as the Building Department, Fire Department, and utility providers.
3. At the DRT meeting staff and agencies will comment on the proposal and will outline where the site plan application does not satisfy the code or the required submittals for application.
4. Following the DRT meeting, Planning and Zoning Staff will forward all agency comments to the owner/applicant or the designated representative for a response, additional information or drawings. Upon receipt of agency and staff comments from the DRT meeting, the owner/applicant is required to forward an updated Site Plan, studies or any changes necessary to address comments or concerns arising from the DRT meeting. The revised plan must be in paper form and digital format. The applicant must submit the requested documents and a revised site plan for final review and comment by city staff. The city shall determine if the site plan application is sufficient to satisfy the definition of a “Complete Application” as established in MMC Chapter 17.06.020, *Definitions*, and if the application may be placed on the Planning and Zoning Commission agenda
5. Following final review of the revised Site Plan, the applicant will be formally advised in writing, as to the final disposition of the proposed development. There are two levels of review. Level I applications shall be reviewed by the Development Review Team (DRT). Level II applications shall be reviewed by the Planning Commission. Subsequent to the DRT meeting or Commission meeting, a follow-up letter describing the action of the Land Use Authority, and any conditions, shall be forwarded to the applicant with a copy of the signed resolution.

HELP

Questions in respect to the application and process or requests for pre-consultation with staff may be made in person at: Planning and Zoning Department, 217 East Center Street 2nd Floor, Moab, Utah, or by telephone (435) 259-5129.

APPLICATION INFORMATION

DATE: 5/22/2019 PROJECT NAME: Moab My Place Hotel

A. GENERAL INFORMATION

1. Name(s) of property owner(s): My Thirty Five One, LLC

Address: 576 W 900 S Suite 105, Woods Cross, UT 84040 PO Box 1692 Bountiful, UT 84011-1692

Phone: 801.599.0757 Cell: 801.599.0757 Fax:

E-mail: craig@legacydesigngroup.net

Attach additional owner information if necessary.

Where two or more persons own the subject property, one owner shall be designated as a contact if section 2 below is not completed. If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant or contact person: Craig Larsen

Address: 576 W 900 S Suite 105, Woods Cross, UT 84040 PO Box 1692 Bountiful, UT 84011-1692

Phone: 801.599.0757 Cell: 801.599.0757 Fax:

E-mail: craig@legacydesigngroup.net

3. Name of land surveyor: Region Engineering (Contact: Shawn Herring)

Address: 1776 N State St. Ste 110, Orem, UT 84057-2088

Phone: 801.376.2245 Cell: Fax:

E-mail: sherring@regiondesignllc.com

4. Does the property/site contain hillside slopes over 15%? [x] yes [] no [] unknown

5. Is any portion of the property located in the FC-1 flood zone? [] yes [x] no [] unknown

6. Are any restrictive covenants existing or proposed? (If yes, please attach.) [] yes [x] no

7. Are there underlying/overlying agreements on the property? [x] yes [] no [] unknown

If yes, check as appropriate and provide a copy of the decision document:

[] Conditional Use Permit

[] Zoning Variance

[] Planned Unit Development

[x] Other: Hillside Dev't Permit approved by City Council

Under which jurisdiction was original site plan approval given? NA

[x] City of Moab [] Grand County

Approval date: May 14, 2019

I hereby certify that I have read this application and know the same to be true and correct.

Craig B. Larsen

5/30/2019

*Signature of owner or authorized agent

Date

Craig B. Larsen, Manager of My Thirty Five One, LLC

Please Print Name

*Signature of owner or authorized agent

Date

Please Print Name

****If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized***