

PARK CITY MUNICIPAL CORPORATION  
PLANNING DEPARTMENT  
445 MARSAC AVE | PO BOX 1480  
PARK CITY, UT 84060  
(435) 615-5060



## MASTER PLANNED DEVELOPMENT

*For Office Use Only*

PLANNING COMMISSION	PROJECT PLANNER	APPLICATION #	_____
APPROVED	_____	DATE RECEIVED	_____
DENIED	_____	EXPIRATION	_____

### PROJECT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TAX ID: \_\_\_\_\_ OR  
SUBDIVISION: \_\_\_\_\_ OR  
SURVEY: \_\_\_\_\_ LOT #: \_\_\_\_\_ BLOCK #: \_\_\_\_\_

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE #: ( ) - \_\_\_\_\_ FAX #: ( ) - \_\_\_\_\_

EMAIL: \_\_\_\_\_

### APPLICANT REPRESENTATIVE INFORMATION

NAME: \_\_\_\_\_

PHONE #: ( ) - \_\_\_\_\_

EMAIL: \_\_\_\_\_

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at [www.parkcity.org](http://www.parkcity.org).

**SUBMITTAL REQUIREMENTS – All of the following items must be included in order for the Planning Department to take the application.**

1. Completed and signed application form.
2. Current Title Report – with an issue date no longer than 30 days from the application submittal date.
3. A written statement describing the request and any other information pertaining to the conversion of the proposed project.
4. Copies of any previous agreements between the City and the property owners or between the property owners and a third party.
5. Review fees - \$560.00 per unit equivalent. If a Pre-Master Planned Development was filed the \$1200.00 fee will be applied towards the fee by the Planning Department.

For items 6 through 11 below, provide (1) 24"x36" set to scale, (1) 11"x17" set to scale, and one digital copy in PDF format

6. Certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two foot contours which includes the following:
  - Survey must reflect current conditions
  - existing grades referenced to USGS elevations
  - existing utility locations
  - existing vegetation; size and botanical name noted
  - building footprint(s) of all existing structures and improvements on site
  - drainage facilities
  - on and off-site circulation and parking
  - existing physical encroachments on and off-site
  - all structures within 20' of the subject property; include structure height
7. A proposed site plan prepared by an architect/landscape architect or designer and based on the submitted certified topographic boundary survey drawn at an approved scale with two foot contours which includes the following:
  - Proposed and existing grades referenced to USGS elevations
  - Proposed and existing building footprint(s) of all structures and improvements on site
  - Proposed and existing physical encroachments on and off-site
  - Proposed and existing utility locations
  - Proposed and existing vegetation
  - Superimposed building roof plans of all structures on site having ridge lines referenced to existing USGS elevations
  - Proposed and existing drainage facilities
  - Proposed and existing on and off-site circulation and parking
  - Proposed and existing ground surface treatments
  - Snow storage areas meeting code requirements
  - An aerial photo with the proposed site plan superimposed to scale
8. Open space calculations with visual diagram calling out areas

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9. Contextual analysis of visual impact of new construction on adjacent sites
  - Graphic must illustrate the proposed development/structure superimposed in a photo or computer model.
  - Images must be viewed from the Right-of-Way taken at 30° - 60° angles from the face of the proposed structure to show massing and adjacent buildings.
  - Cross canyon views of superimposed proposed development.
10. Landscape plan drawn to scale illustrating proposed locations of plants including botanical names, sizes, and quantities. All pavement, retaining walls, stairs, patios, etc. shall be included.
11. The applicant should be aware that there might be a request to provide presentation material for Planning Commission meetings. The presentation material may include the following:
  - Presentation materials; electronic/boards
  - Colored elevations and/or perspectives
  - Photographs/graphic illustrations
  - Massing models
  - Additional studies (i.e. Fog Study, Shadow Study, Cultural Survey)
12. An electronic Excel spreadsheet with property owner, Summit County Assessor Parcel Number, and mailing address for properties within 300 feet, measured from the property line.

**PROJECT DESCRIPTION**

- 1. On a separate sheet of paper, give a general description of the proposal and attach it to the application (See Submittal Requirement #2).
- 2. Existing Zoning: \_\_\_\_\_
- 3. Is the project within the Sensitive Lands Overlay?  

Yes	No
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- 4. Current use of the property: \_\_\_\_\_
- 5. Total Project Area: \_\_\_\_\_ acres      \_\_\_\_\_ square feet
- 6. Number and unit equivalents: \_\_\_\_\_ allowed      \_\_\_\_\_ proposed
- 7. Number and configuration of residential units:  

_____ existing	_____ proposed
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- 8. Commercial area:  

_____ Gross floor area	_____ Net leasable area
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- 9. Type(s) of business activity: \_\_\_\_\_
- 10. Number of parking spaces:  

_____ required	_____ proposed
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- 11. Project access via: (check one)  

Public Road	Private Road	Private Driveway
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- 12. Occupancy type: (check one)  

Owner Occupied	Lease	Nightly Rental
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- 13. Water service availability:  

Existing	Requires extension of City service
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- 14. Is the project part of an existing approval (MPD, Subdivision, etc)?  

Yes	No
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- 15. Are there any previous agreements between the City and property owners or between the property owners and a third party?  

Yes	No
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**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

PRINTED

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

Type of Application: \_\_\_\_\_

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: \_\_\_\_\_

PRINTED

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

\_\_\_\_\_

Street Address/ Legal Description of Subject Property: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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