



Site Plan Review Application

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah
(801) 629-8930

Please print legibly and complete all areas

Project Name:

Proposed Land Use

Project Address:

Parcel #(s):

Project Contact:

Phone:

Address:

City:

State:

Zip:

E-mail address:

Property Owner's Name:

Address:

City:

State:

Zip:

Architect/Engineer Name:

Phone:

Email address:

Submittal Checklist

Electronic (*preferred*) or paper submittal requirements

Please provide ONE of each of the following drawings:

- ☐ Site Plan (showing items 1-24 on back of page)
- ☐ Landscape Plan
- ☐ Copy of current County Plat (available at 2380 Washington Blvd or online at <http://www3.co.weber.ut.us/psearch/>)
- ☐ Storm Water Pollution Prevention Plan (SWPPP) and NOI, if applicable
- ☐ Grading and Drainage Plans, if not shown on Site Plan
- ☐ Storm Water Calculations
- ☐ Utilities Plan, if not depicted on Site Plan
- ☐ Exterior Lighting Plan, if not depicted on Site Plan
- ☐ Building Elevation drawings depicting architectural theme, building features and materials, and colors are required
- ☐ Detailed description of all proposed uses for building/site. The detailed description shall include at a minimum the property use(s) by area in square feet, the number of proposed units, parking location and number of stalls, and building materials where applicable.
- ☐ Traffic study. Required on roads classified as a collector and higher or corner lots with dual access.
- ☐ Site Safety Plan

ELECTRONIC Plan Requirements

- All digital documents shall be submitted by email or on a DVD or USB thumb drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- One PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00– Cover Sheet CI-11– Index Sheet)

PAPER Plans shall be scannable. Partial submittals will not be accepted for review.

Proposed work is: Check all that apply ☐ New Construction ☐ New Addition ☐ New Remodel ☐ Site expansion ☐ New Use

FEES: \$843.61 plus \$30 per every \$100k of project valuation

\$281.20 Minor reviews ~ single-family, duplex, additions under 10% and 2,000 sf

Each resubmittal past the second review due to inaccurate drawings or plan changes: **\$281.20**

TOTAL Fees due:

Landscaping/Improvement Escrows: Prior to a Building Permit being issued, the developer is required to establish a Financial Guarantee Contract with Ogden City for required landscaping and site improvements. The Financial Guarantee Contract is drafted by Ogden City and options are:

► Cash Escrow ► Irrevocable Letter of Credit Escrow ► Third Party Bank Escrow

Signage: Before installing a sign, you need to check with the Planning Department and Building Services for regulations. A separate permit is required for signage. A painted wall sign requires a Conditional Use Permit (see Planning Department for additional information.)

Construction Plan Review: Building plans may be submitted to Building Services for a Construction Plan Review (CPR) only by approval of the site plan

Project Coordinator: _____

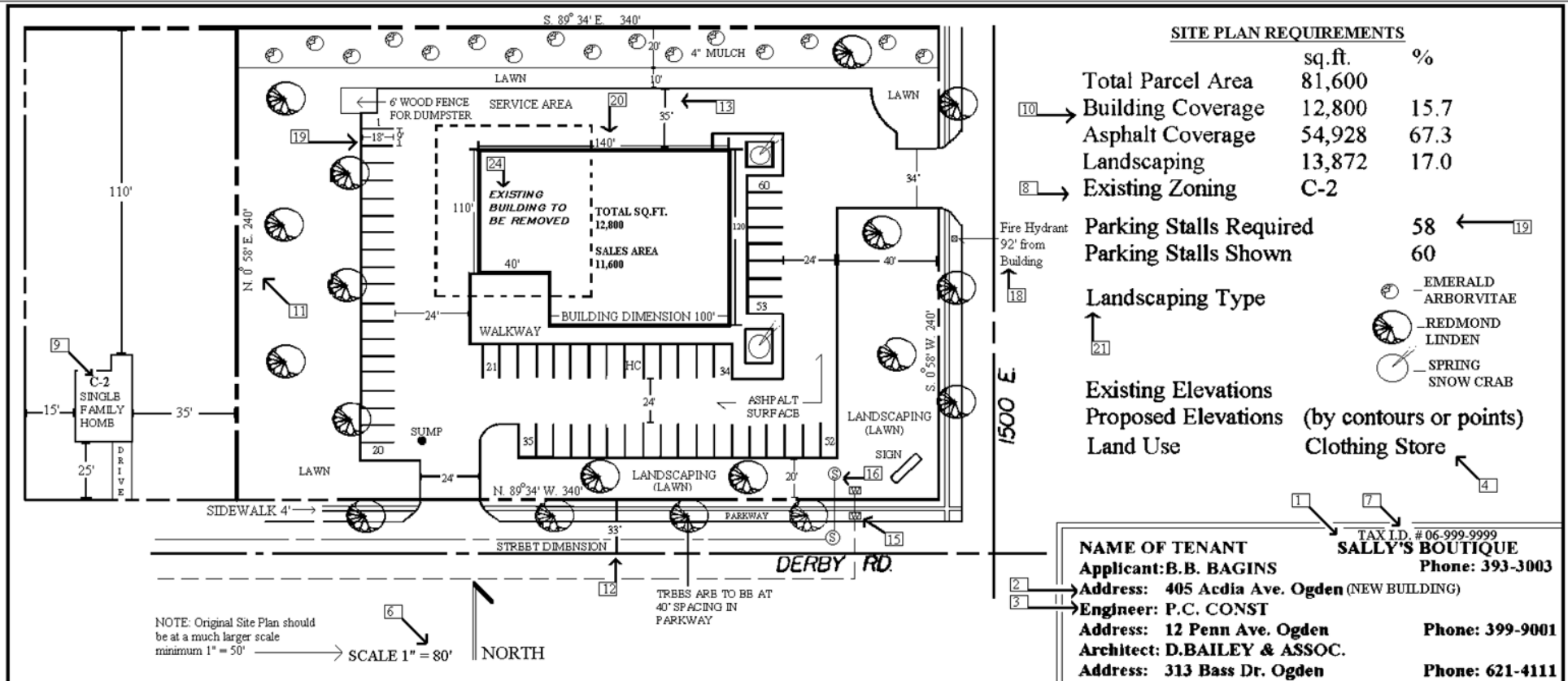
I have read the application and hereby certify that the information is correct. I understand that the Site Plan Review is valid for **eighteen months** from the date of the complete submittal.

Signature

Date

CHECK LIST FOR SITE PLAN REVIEW (1-24)

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> 1 Name of the proposed development. 2 Name & address of owner of property. 3 Name and address of the preparer of the site plan. 4 A statement describing the intended use of the development. 5 A vicinity map oriented in the same direction as site plan. 6 A north arrow & scale (not less than 1:50). 7 The tax ID number of the development site. 8 The land use & zoning of the development site. 9 Adjacent land use & zoning. 10 Identify the percentage of property covered by buildings and hard surface. | <ul style="list-style-type: none"> 11 A valid & accurate legal description of the property. Property lines shall be shown with bearings & dimensions. 12 Adjacent streets shall be shown and identified, along with distance from centerline to property. 13 Building setbacks and distances. 14 Easements on property & on abutting property that could be affected by the development shall be shown including plat book & page. 15 Off-site water service shall be shown, along with proposed service lateral & meter location. 16 Off-site sewer service shall be shown, along with proposed service lateral & cleanout locations. | <ul style="list-style-type: none"> 17 Grease trap locations, sizes & construction information. 18 Fire hydrant location & distance from hydrant to bldg. 19 Parking Info.: a.) parking calculations indicating the # of required regular & H.C. spaces. b.) dimensions of parking angles. c.) vehicle stacking for drive-through uses. 20 The geometric layout & dimensions of proposed buildings, driveways, parking areas, loading areas, signs, structures & other physical features of the development. 21 A landscape plan is required. 22 A grading & drainage plan is required. 23 Elevation drawings depicting architectural theme, building features, materials & colors is required. 24 Existing structures which will be removed from the site. |
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SAMPLE SITE PLAN



Construction Site Safety Plan Checklist

Project Information

Project Name: _____

Permit Number: _____

Project Address: _____

Site Safety Director: _____

Site Safety Director Phone: _____

1. General Documentation

- ☐ Completed Site Safety Plan prepared and available on site.
- ☐ Site Safety Plan distributed to responsible personnel and subcontractors.
- ☐ Name and Contact for site safety director.
- ☐ Site Safety Plan Map Attached (See Example)

2. Fire Protection & Prevention (attach and identify on site plan)

- ☐ Fire extinguishers provided at designated locations.
- ☐ Hydrant access maintained and unobstructed.
- ☐ Fire department access roads clear at all times.
- ☐ Hot work permits obtained and procedures followed.
- ☐ Smoking designated areas established and posted.
- ☐ Combustible debris removed regularly (housekeeping).



3. Hazardous Materials

- ☐ Inventory of flammable/combustible liquids, gases, and hazardous materials maintained.
- ☐ Proper storage and segregation of hazardous materials (per NFPA and IFC).
- ☐ Safety Data Sheets (SDS) are available on site.

4. Means of Egress

- ☐ Exit paths free of obstruction.
- ☐ Temporary stairs, ramps, and ladders secured.
- ☐ Adequate lighting provided for exits.

5. Site Security Provisions

- ☐ 6-foot Perimeter fencing installed to restrict unauthorized access (Required).
- ☐ First Floor secured from unauthorized access. (Boarded/windowed/doors). (Required)
- ☐ Construction equipment secured after hours (locked and/or immobilized).
- ☐ Hazardous or high-value materials stored in secure, locked enclosures.
- ☐ Surveillance cameras.
- ☐ Emergency contact for site security posted and available 24/7.
- ☐ Fire Watch may be required by the fire code official.

6. Daily Contractor Responsibilities

- ☐ Property secured from unauthorized entry at end of work period. (Required)

OGDEN APARTMENTS

1972 WASHINGTON BLVD

SITE SAFETY PLAN MAP SAMPLE

Project Superintendent
Eric Clark
801-629-0000

Site Safety Director:
Kevin Stall

(801) 629-0000
(801) 629-0000

	No Smoking
	Smoking Area
	Dumpster
	Security Camera
	Extinguisher
	Hydrant
	6' Security Perimeter fence locking gates



* Once project is vertical the entire first floor will be secured from unauthorized access.