

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



## CONDITIONAL USE PERMIT FOR CONSTRUCTION ON A STEEP SLOPE

### *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. A written statement describing the project that outlines the overall project intent and scope of work. Descriptions shall also indicate the project's compliance with the Development on Steep Slopes Criteria in the Land Management Code (LMC) for the applicable zoning district:
  - HRL – LMC § 15-2.1-6
  - HR-1 – LMC § 15-2.2-6
  - HR-2 – LMC § 15-2.3-6
3. Review fees - \$1330.00 per application.

**For items 4 through 10 below, provide (1) 24"x36" set to scale, (1) 11"x17" set to scale, and one digital copy in PDF format**

4. 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
5. 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
  - Top/bottom of retaining walls
  - An aerial photo with the proposed site plan superimposed to scale
6. All floor plans and building sections drawn at quarter-inch scale; include property lines. Identify footprint(s) square footage and square footage of individual story area.
7. All building elevations illustrating the proposed work drawn to quarter-inch scale with the elevations referenced to USGS datum on the submitted site plan demonstrating the following:
  - USGS datum points indicating existing and proposed
  - Proposed final grade meets 4' of existing grade

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- Measurement line drawn 27 feet above and parallel to the final grade
  - Any additional diagrams necessary to confirm height compliance
8. A streetscape elevation drawn at 1/8" scale (minimum scale) for the project side of the street that indicates the height, width, and building separation for all proposed work in relation to existing surrounding/adjacent buildings. All windows and door openings shall be shown. The drawing shall encompass an area within 100 feet of either side of the subject property (a streetscape drawing may not be required for remodels that do not alter the mass of the existing structure).
    - Photos may replace drawings if to scale
    - Neighborhood model, to scale, may be utilized in place
  9. Landscape plan drawn to scale illustrating proposed locations of plants including botanical names, sizes, and quantities. All pavement, retaining walls, patios, etc. shall be included.
    - The proposed plans shall include detailed information, including height from Existing Grade, width, and length of all proposed retaining walls. All retaining walls shall be terraced and return to Natural Grade.
  10. Contextual analysis of visual impact of new construction on adjacent sites (also submit digitally)
    - Four panoramic views of existing property showing the site from the perimeter of the property from 90-degree compass intervals (camera facing toward site). Four panoramic views showing the neighborhood taken from the perimeter of the property at 90-degree compass intervals (camera facing away from site). One aerial photograph placing the subject in a neighborhood context.
    - Streetscape elevation – including 100 feet on either side of the property along the project side of the street to indicate accurate height, width, and building or all proposed work in relation to existing surrounding and adjacent buildings, drawn at minimum 1/8 inch scale. If access to properties is limited, a photographic streetscape is allowed.
    - A 3D massing model illustrating the proposed project from designated Vantage Points (see Planning Staff to review and establish Vantage Points for the Application).
    - A rendering that superimposes the proposed project on a photo of the site and streetscape.
  11. Geotechnical Analysis
    - The geotechnical report shall be prepared by a licensed geotechnical engineer, engineering geologist, or other qualified professional. The report must include information such as soils characteristics and preliminary structural recommendations intended to inform the design and mitigation of soils conditions, slope limitations, and/or ground water. The Engineering or Building Department may request additional information in the form of a geotechnical survey if additional information is deemed necessary.
  12. Slope/Topographic Map
    - The Certified boundary survey depicting contours at an interval of two feet (2') or less that identifies Very Steep Slopes (40% or greater) within fifty feet (50') of the Property boundary and highlights areas of high geologic hazard, areas subject to land sliding, and all Steep Slopes for areas with a rise of at least twenty-five feet (25') vertically and a run of at least fifty feet (50') horizontally in the following categories:
      - a. Greater than fifteen percent (15%), but less than or equal to thirty percent (30%) (shown in yellow)
      - b. Greater than thirty percent (30%) but less than or equal to forty percent (40%) (shown in orange)
      - c. Very Steep Slopes, greater than forty percent (40%) (shown in red)
  13. 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:

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- Presentation materials; electronic/boards
  - Colored elevations and/or perspectives
  - Photographs/graphic illustrations
  - Massing models
  - Additional studies (i.e. Fog Study, Shadow Study, Cultural Survey)
14. 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.
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## 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 \_\_\_\_\_
4. Current use of the property: \_\_\_\_\_
5. Total Project Area: \_\_\_\_\_ acres \_\_\_\_\_ square feet
6. Number of parking spaces per Title 15 Land Management Code, Chapter 3, Off Street Parking:  
\_\_\_\_\_ required \_\_\_\_\_ proposed
7. Project access via: (check one)  
Public Road \_\_\_\_\_ Private Road \_\_\_\_\_ Private Driveway \_\_\_\_\_
8. Occupancy type: (check one)  
Owner Occupied \_\_\_\_\_ Lease \_\_\_\_\_ Nightly Rental \_\_\_\_\_  
Condominium \_\_\_\_\_ Timeshare \_\_\_\_\_
9. Utility service availability:  
Existing \_\_\_\_\_ Requires extension of City service \_\_\_\_\_

## 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 then 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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