

Fairfield Town

Utah County, Utah

Commercial Site Plan Application

Date: _____

Project Information

Official Project Name: _____

General Location of the Property: _____

Zone: _____ Size of the Subject Property: _____

Property Owner Information

Property Owner: _____

Address: _____

Phone: _____ or _____

Email: _____

Engineer Information

Company & Contact: _____

Address: _____

Phone: _____ or _____

Email: _____

Architect Information

Contact Name: _____

Address: _____

Phone: _____ or _____

Email: _____

*** Incomplete applications will not be accepted. In order for an application to be deemed complete, all required materials must be submitted with the application, regardless of whether they have been previously submitted to Fairfield Town. If any required materials are not applicable to your submittal, you must submit a letter for each required item stating the reason why it is not applicable to your application.***

Commercial Site Plan and Document Requirements Checklist

Section 9.1.30.

A. Upload stamped site plan and required documents in PDF format to the town's website. (<https://fairfieldtown.org/>)

The site plan must include the following:

- ☐ Dimensions and setbacks of proposed structure;
- ☐ Location of a propane tank (if applicable);
- ☐ Location of the septic system with dimensions to closest building and property lines to indicate conformance with health codes. Include the tank and drain field;
- ☐ Septic System shown 10' from water lateral
- ☐ A Will serve letter from Rocky Mountain Power
- ☐ Location of power lines and meter;
- ☐ Location, in feet, of the nearest fire hydrant (if over 700 feet an estimate may be used);
- ☐ Location and distance, measured in feet, from the property line to the nearest Fairfield Town water line. If the distance is more than twelve hundred (1200) feet, an estimate may be used. Contact Fairfield Water Department.
- ☐ Location of all wells, whether they are in use or not;
- ☐ An appropriate descriptive legend, including north arrow, scale, and legal description;
- ☐ Name and contact information of the architect or engineer responsible for the preparation of the site plan;
- ☐ The existing (or proposed) zoning;
- ☐ Dimensions, setbacks, and height of all existing structures located on the property;
- ☐ Measured dimensions of all recorded lot lines;
- ☐ Location of all existing and proposed driveways and parking areas, including types of surfacing, parking layout, and dimensions;
- ☐ Grading Plan
- ☐ Existing contours or an adequate number of spot evaluations existing and finished that indicate stormwater is being kept onsite.
- ☐ Show existing and proposed access roads, driveways, turnout locations, parking lot width, rights-of-way, and dedications. (see Road Ordinance);
- ☐ Show existing street and paved access onto the site up to the property line, minimum. (This will keep the existing edge of the pavement from crumbling)
- ☐ Show Existing Phantom Roads; They can be located in the Old Town Plat
- ☐ Show an adequate number of parking stalls 9' x 18', for the number of employees and visitors. They need to be paved
- ☐ There should be a 1 van-accessible ADA stall with an unloading zone with an accessible route shown into the building. Spot elevations should be shown to indicate slope compliance.
- ☐ Show all existing easements, vacated easements, and rights-of-way. A ten (10) foot utility easement along all roads must be shown;
- ☐ Must meet all required minimum setbacks;
- ☐ Locations, sizes, and types of existing trees over six (6) inches in diameter (before and after proposed development);
- ☐ All proposed fences, screens, and freestanding architectural walls, including typical cross-sections and the heights above ground;
- ☐ Fences need to be as close to the property line as possible;
- ☐ Stormwater Engineering (upon request), including existing and proposed grading of the site, the location of existing and proposed utilities, stormwater calculations for a one hundred (100) year storm, the detention area on site that will detain the one hundred (100) year storm; and
- ☐ Finished floors of buildings, finished grades adjacent to building 6" lower unless concrete.

- ☐ Finished grade spot elevations or contours around the perimeter of the building, indicating slope away from the building.
- ☐ Add spot elevations to drainage swale that indicate it terminates in the retention pond. A 12" channel will disappear in a few years and fill in with silt. We recommend a 5' wide drainage swale, 1' deep to top of stone.
- ☐ Show Flow lines at all angle points.
- ☐ Retention Ponds need to be designed for a 100-year event. Provide hydrology calcs, show top and bottom of pond elevations with contours or spot elevations. 2:1 Max slope on sides. Neglect infiltration unless you have a perc test or other evidence to support an infiltration rate.
- ☐ Details on the fire system. Fire line to building called out with size and type of pipe, type of tank and volume, and type of pump. This may be eliminated if a hydrant is installed in the r-o-w adjacent to the site.
- ☐ Any other information required by the Planning Commission, Building Officials, Fire Department, or Town Council.
- ☐ Arsenic Testing and Report; See Arsenic Ordinance
- ☐ Utah County Fire Marshal needs to approve Site Plan
- ☐ Proof of Adequate Water Shares

B. Documents Required:

- ☐ Warranty Deed of Trust for property;
- ☐ Copy of the Record of Survey filed with the Utah County Surveyor's office;
- ☐ Boundary line agreement, if applicable;
- ☐ Any other documents required by the Planning Commission, Building Heads, Fire Department or Town Council pertinent to the proposed development or building.

For Office Use Only

Date: ____/____/____

- ☐ Application fees paid
- ☐ Fire Inspection completed: Date _____ By: _____
- ☐ Fire Inspection fee paid
- ☐ Utah County Health Department Approval Number _____
- ☐ Zoning: _____
- ☐ Planning Commission: Approved: _____ Denied: _____ Date: _____

Comments: _____

- ☐ Town Council: Approved: _____ Denied: _____ Date: _____
- Comments: _____

- ☐ **Total Fees:** _____ **Paid:** _____
- ☐ **Check #:** _____
- ☐ **License #:** _____

Title

Signature

Date