



# Design Review (Commercial, Manufacturing, and other Main Uses)

Design review allows the Planning Division an opportunity to review specified proposed developments, with the goals established by the General Plan and standards listed in county ordinances, which implement the goals of the General Plan.

A pre-application meeting is required prior to application submittal; please call (801) 399-8791 to make an appointment. Date of pre-application review meeting: \_\_\_\_\_ Time: \_\_\_\_\_

- **Staff member assigned to process application:** \_\_\_\_\_

APPLICATION DEADLINE:           Thirty (30) days prior to the applicable Planning Commission meeting

The Western Weber County Township Planning Commission holds their meetings on the 2<sup>nd</sup> Tuesday of the month.

The Ogden Valley Township Planning Commission holds their meetings on the 4<sup>th</sup> Tuesday of the month.

## First Determination

- Is this a small building with a total footprint of less than 10,000 sq ft and a project area of less than one acre

If **Yes**, the application can be approved administratively without Planning Commission review.

If **No**, the application will be reviewed by the Planning Commission.

## Application Submittal Checklist

The Planning Division will only accept complete applications with supporting documents as outlined below. Submitting an application does not guarantee that this application will be placed on the next Planning Commission agenda.

The following is required as part of the application form submittal:

- Complete Application Form
- A non-refundable fee made payable to Weber County (see *Fee Schedule*)
- Obtain signature of the owner(s) on the application and any authorized representatives
- All documents submitted in the application shall be accompanied by a PDF file of the respective document. All plans (including but not limited to site plans, architectural elevations/renderings, etc), and subsequent submittals and revisions, shall be accompanied by a full scale set of PDF files of the respective plans.



- All applications for occupancy permits or building permits for all multi-family (over 8) dwellings, recreation resort uses, public and quasi-public uses, business, commercial and manufacturing buildings, structures and uses and their accessory buildings, shall be accompanied by architectural elevations and site development plans to scale, which shall show building locations, major exterior elevations, exterior building materials and color schemes, landscaping, prominent existing trees, ground treatment, fences, off-street parking, vehicle and pedestrian circulation, adjacent buildings, streets and property lines, and existing grades and proposed new grades. All plans shall be reviewed and approved by the Planning Commission with the exception that small buildings with a total footprint of less than 10,000 sq ft and a project area of less than one acre shall be reviewed and approved by the Planning Director after meeting the requirements of all applicable ordinances. All of the above required architectural and site development plans shall be reviewed and approved prior to the issuing of any land use, occupancy or building permit.

Other zoning ordinance chapter requirements may apply as determined in the pre application meeting

**Fee Schedule**

	Planning Fees	Engineering Fees
Design Review Fee ***	\$450.00  +\$30.00 per 1000 square feet of total building area; and +\$30.00 per 1000 square feet of site area being modified excluding building footprint	\$50.00
Design Review Amendment Fee ***	\$270.00  +\$30.00 per 1000 square feet of total building area being modified; and +\$30.00 per 1000 square feet of site area being modified excluding building footprint	\$30.00
Design Review Re-review Fee	\$100.00	

**Purpose and Intent of Design Review**

The purpose and intent of design review by the Planning Commission is to secure the general purposes of this ordinance and the general plan and to insure that the general design, layout and appearance of buildings and structures and the development of property shall in no case be such as would impair the orderly and harmonious development of the neighborhood or impair investment in and occupation of the neighborhood.



### Approval Criteria

The Planning Commission and/or the Planning Director shall consider the following matters under The Weber County Zoning Ordinance Chapter 36-4 and others when applicable, in their review of applications and where the plan is found deficient, the plan design shall be amended or conditions imposed to mitigate such deficiencies when considering:

1. Considerations relating to traffic safety and traffic congestion
2. Considerations relating to outdoor advertising
3. Considerations relating to landscaping
4. Considerations relating to buildings and site layout
5. Considerations relating to utility easements, drainage, and other engineering questions
6. Considerations relating to prior development concept plan approval associated with any Rezoning Agreement, Planned Commercial or Manufacturing Rezoning or Planned Residential Unit Development Approval.

### Appeal Process

Appeals of Staff administrative approvals are made to the Planning Commission within 15 days of the decision.

Appeals of the Planning Commission decision are made to the County Commission within 15 days of the decision.

### For Your Information

If construction of any development for which design approval has been granted has not been commenced within eighteen months from date of Design Review approval, the approval shall be deemed automatically revoked. Upon application, the Planning Commission may grant an extension of time.

This application can be filled out online at the following Planning Division web site: [www.co.weber.ut.us/planning](http://www.co.weber.ut.us/planning)  
Copies of the applicable Weber County Zoning Ordinances and other helpful information are also available at this web site.

# Weber County Design Review Application

Application submittals will be accepted by appointment only. (801) 399-8791. 2380 Washington Blvd. Suite 240, Ogden, UT 84401

Date Submitted / Completed	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use)
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## Property Owner Contact Information

Name of Property Owner(s)		Mailing Address of Property Owner(s)	
Phone	Fax		
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	

## Authorized Representative Contact Information

Name of Person Authorized to Represent the Property Owner(s)		Mailing Address of Authorized Person	
Phone	Fax		
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	

## Property Information

Project Name	Current Zoning	Total Acreage
Approximate Address	Land Serial Number(s)	

Proposed Use

Project Narrative

**Property Owner Affidavit**

I (We), \_\_\_\_\_, depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements herein contained, the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

\_\_\_\_\_  
(Notary)

**Authorized Representative Affidavit**

I (We), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) representative(s), \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the Representative Authorization Affidavit who duly acknowledged to me that they executed the same.

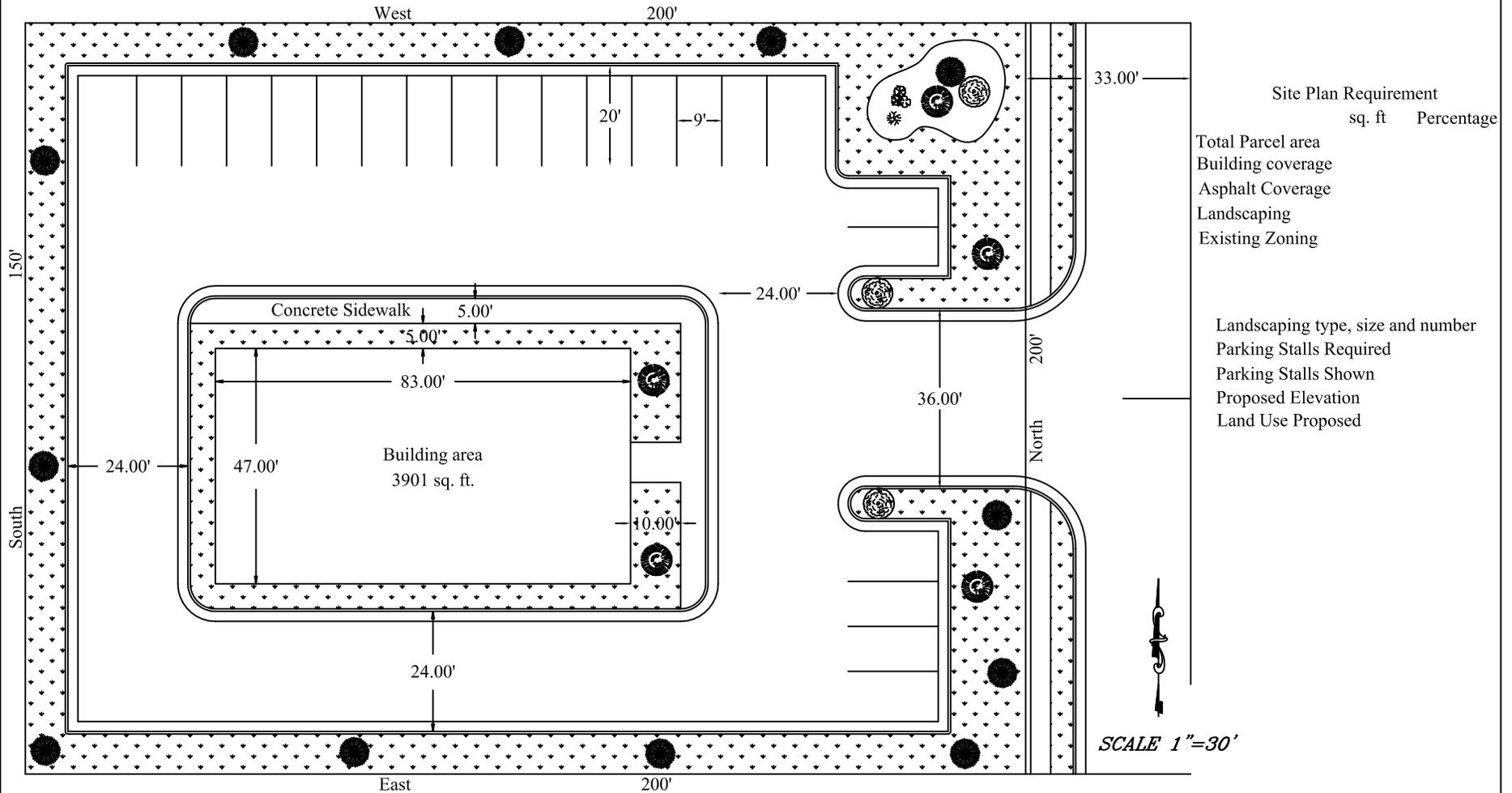
\_\_\_\_\_  
(Notary)

**Check List for Site Plan Review.**

Name of the proposed development  
 Name and address of the owner of property  
 Name and address of the preparer of the site plan  
 Statement describing the intended use of the development  
 A north arrow and scale not less than 1:50  
 The tax ID number of the development site  
 The land use and zoning of the development site  
 Adjacent land use and zoning  
 \* Identify the percentage of the property covered by buildings and hard surface

Adjacent streets shall be shown and identified, along with distance from centerline to property  
 Building setbacks and distances  
 Easement on property and on abutting property, that could be affected  
 A letter from the Water and Sewer company serving the project or a septic tank approval letter  
 \* Elevation drawings depicting architectural theme, building features, materials and colors is required  
 \* A grading and drainage plan is required  
 Landscaping plan

\* Lighting plan  
 Detailed sign information including color and material  
 Fire hydrant location  
 Parking information - size and number of stalls  
 The geometric layout and dimensions of proposed building, driveways, parking areas, loading areas, signs and other features of the development  
 Existing structures  
 Storm water management plan



\* Does not apply to Home Occupation Conditional Use Applications

Note: This is not a substitution for reading the Weber County Zoning Ordinance.