



Concept Plan Checklist

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • www.alpineut.gov

The concept plan shall enable the subdivider and the Planning Commission to review the proposed subdivision for general scope and conditions, which might affect said subdivision. The concept plan shall consist of a simple layout of existing and proposed streets, trails, lots, major buildings, planned residential developments, utilities, drainage channels, ditches, and waterways.

Please follow this checklist to ensure a complete and proper concept plan submittal. For more information, please refer to Section 4.6.1 of the Alpine City Development Code. **All items must be completed before the concept plan will be presented to the Planning Commission for review.**

Submission Requirements

- | Applicant Use | Office Use | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall meet with the DRC to discuss the proposed subdivision before submitting an application or any plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit all required documentation to the City Planner fourteen (14) days prior to the scheduled review for the initial submittal and ten (10) days prior to review for a resubmission, including: <ul style="list-style-type: none">• The Concept Plan Checklist, Concept Plan Application and required fees.• A list of all property owners within 500 feet of the boundaries of the proposed development and self-addressed stamped envelopes for all property owners on the list• Two (2) D size (22"x 34") copies drawn to scale; and• Ten (10) 11"x 17" copies drawn to scale.• An electronic copy of all required plans in a compatible format (AutoCAD) |
| <input type="checkbox"/> | <input type="checkbox"/> | Erect a 4 ft. x 8 ft. sign that is no more than 6 feet in height, five (5) feet inside the property line of the property proposed for development at least fourteen (14) days prior to the meeting at which the concept plan will be presented. The sign must include the following information: <ul style="list-style-type: none">• Nature of the proposed development (i.e., residential, commercial, etc.);• Current zoning of the property and proposed zoning, if applicable;• Number of proposed lots and sizes, if applicable; and• Date, time, and place of the meeting at which the concept plan for the development will be presented. |

Drawing Requirements

Applicant Use	Office Use	
<input type="checkbox"/>	<input type="checkbox"/>	The scale should not be less than 1 inch to 200 feet (1" = 200'). Math scale may change as required on the 11"x17" copy.
<input type="checkbox"/>	<input type="checkbox"/>	The proposed name, address, and current zoning of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity plan showing significant natural and man-made features on the site and within one-half (1/2) mile of any portion of it.
<input type="checkbox"/>	<input type="checkbox"/>	Total acreage of the entire proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Total number of lots
<input type="checkbox"/>	<input type="checkbox"/>	The property boundaries of the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	The names of adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Topographic contours at no greater intervals than two (2) feet. If the topography is steep, five (5) foot contour intervals shall be used
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	A proposed lot, street, and trail layout indicating general scaled dimensions of lots to the nearest foot.
<input type="checkbox"/>	<input type="checkbox"/>	The acreage of the entire tract proposed for the subdivision and number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location of waterways, ditches, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	Soil profiles for the proposed subdivision where there are geologic hazards known to the subdivider or Alpine City.
<input type="checkbox"/>	<input type="checkbox"/>	Source of water rights to be conveyed to the City.
<input type="checkbox"/>	<input type="checkbox"/>	Other information, which may allow the DRC and the Planning Commission to evaluate the proposed development.

After concept approval has been granted by the Planning Commission and presented to the City Council, the subdivider may apply for preliminary design plan approval. If preliminary plans have not been submitted within 180 calendar days of the date concept approval was granted, such approval shall be null and void. The voided/null concept plan may be submitted for reinstatement by the Planning Commission, but will be subject to all applicable ordinances at the time of reinstatement and a reinstatement fee will be charged in accordance with the current fee schedule.



Concept Plan Application

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Contact Information

Applicant _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Engineer _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Representative _____

(Person who will be at City meetings to represent the proposed plan. If it is someone other than the applicant/engineer, please indicate his/her relationship to the project.)

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Send City Engineer's review comments to: Applicant Engineer Representative

Project Information

Name of Subdivision _____

Project Address _____ Proposed Number of Lots _____

Project Size (in acres) _____ Current Zoning _____

Source of Water Rights

Alpine Irrigation Shares: # of Primary Shares _____ # of Secondary Shares _____

Other Water Rights: Source _____ # of Acreage Feet _____

Requesting Cash in lieu of Water Rights Option

Concept Plan Fee _____ Amount Paid _____ Date Paid _____

(Actual cost of City Engineer's review + \$100.00 + \$20.00 per lot)

Applicant Signature _____ Date _____

Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.