

CONCEPT PLAN APPLICATION

Section 201 — Mandatory Pre-Application Meeting – Purpose:

A Pre-Application Meeting shall be scheduled with the Zoning Administrator to create an opportunity for an understanding of the City's subdivision requirements and to obtain ordinance and process information before a Concept Plan Application may be filed with the Zoning Administrator. Following the meeting, a Concept Plan Application may be filed with the Zoning Administrator.

Section 202 — Concept Plan Application Meeting and Purpose:

A property owner proposing to subdivide any lands located within the municipal boundaries of the City shall file a Concept Plan Application with the Zoning Administrator. The Zoning Administrator shall schedule a Concept Plan Application meeting with the Applicant(s) and the Development Review Committee (hereinafter "DRC") to review the Concept Plan at a DRC meeting, the time and place of such meeting to be identified by the Zoning Administrator. The DRC shall consist of members determined necessary by the City Manager, including, but not limited to the Development Services Director, Zoning Administrator, City Engineer, Fire Marshal, Public Works Director, Police Chief, Parks and Recreation Director, or authorized designee(s), and other representatives of public or private service providers, as determined necessary by the Zoning Administrator.

The purposes of the Concept Plan meeting are to promote an understanding of the City's requirements for subdivisions, including this Ordinance, and to obtain Preliminary and Final Subdivision Application processing and review information. The Concept Plan Application meeting shall also be an opportunity for the DRC to provide information to the potential Applicant(s), respond to questions, and provide a cursory review of the proposed subdivision. The DRC and the Applicant(s) may review the procedure anticipated for subdivision approval, application requirements and standards, other applicable City, County, State and Federal requirements, and any other matters deemed appropriate.

Section 203 — Concept Plan Application – Requirements:

A Concept Plan Application is required for a Concept Plan Application with the DRC, but no Application Fee is required. The Concept Plan Application is a discussion document, designed to allow the identification of application procedures, requirements and standards, and other items that may be considered once a complete Preliminary Subdivision Application is received by the Zoning Administrator. To achieve these objectives, a complete Concept Plan Application shall provide the following:

1. Concept Plan Application Form.
2. One (1) copy in an 11 inch x 17 inch size of the proposed layout for the entire area of the subdivision site (hereinafter "Subject Property") identifying all proposed lots meeting the minimum development standards as required by the Zoning Ordinance for the Zoning District in which the Subject Property is located including lot area, lot frontage, lot width, and yard requirements. The proposed layout shall identify all proposed streets including proposed rights-of-way widths, street lengths, and proposed street connections to all adjacent streets and adjoining properties.

Section 204 — Zoning Administrator to Determine a Complete Application:

Prior to the DRC reviewing the Concept Plan Application, the Zoning Administrator shall determine and find that the Concept Plan Application is complete and contains all *information* required by Section 203.

Section 205 — Lack of Concept Plan Application Information – Determination of Incomplete Application:

The lack of any information required for a complete Concept Plan Application, as required by Section 203, shall be cause for the Zoning Administrator to find the Concept Plan Application incomplete.

A Zoning Administrator determination of an incomplete Concept Plan Application shall prohibit the DRC from considering the Concept Plan Application. The Zoning Administrator shall notify the Applicant(s), in writing, of the information lacking from the Application to provide a complete Concept Plan Application. The Zoning Administrator shall allow thirty (30) calendar days, from the date of *notification* of an incomplete Concept Plan Application, for the Applicant(s) to provide the required information. If the Concept Plan Application remains incomplete after thirty (30) calendar days from date of notification by the Zoning Administrator, as required herein, the Zoning Administrator shall return the entire incomplete Concept Plan Application to the Applicant(s).

Any person(s) aggrieved by a decision of the Zoning Administrator related to a Determination of Application Completeness may appeal the Zoning Administrator's decision to the Commission.

Section 206 — Concept Plan Application Review – Procedures:

The review procedures of the City for a Concept Plan Application are identified in Figure 1. Figures 3-2 identifies the procedures for a Determination of Application Completeness.

Section 207 — Concept Plan Application – Not an Application for Subdivision Approval:

A Concept Plan Application shall not constitute an application for subdivision approval. Any discussion before the DRC when the Concept Plan Application is discussed shall not be considered binding on the City or the Applicant(s) or any indication of subdivision approval, or disapproval, either actual or implied by the City.

An application for subdivision approval shall only be considered filed with Roy City upon the submission of ALL information and materials as required for a Preliminary Subdivision Application or Final Subdivision Application, as identified herein.

Section 208 — Site Preparation Work Prohibited:

No excavation, grading or re-grading, and no installation of any subdivision improvements shall take place on any Subject Property until a Final Subdivision Application has been approved and the Final Subdivision Plat has been recorded in the Office of the Weber County Recorder.

FIGURE 2-1 - CONCEPT PLAN APPLICATION

