

LAND USE CLEARANCE
TOWN OF BLUFF PLANNING AND ZONING COMMISSION
P.O. BOX 324
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BLUFF, UT 84512
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The Town of Bluff enacted zoning and planning ordinances governing new development within the Town. In some cases new development may require subdivision review or formal site plan review as provided by the ordinances. All new development will be screened for compliance with Town ordinances. To obtain a building permit the applicant must first receive a Land Use Clearance (LUC) from the Town of Bluff Planning & Zoning Commission. After approving the LUC the Commission will send the LUC to San Juan County. The applicant must send their full application to San Juan County. The County will issue a building permit if the application for the building permit is complete and includes the LUC. A building permit must be obtained before beginning new construction, before moving a trailer or pre-built home onto a lot and for any addition or remodeling.

The following provisions outline general LUC procedures. The Town may require an applicant to provide other or additional information if: 1) an application is deemed incomplete or inaccurate; 2) required by ordinance provisions such as site plan or subdivision review; and/or 3) needed to address site-specific concerns with a project.

LAND USE CLEARANCE APPLICATION

The following are required for a Land Use Clearance:

- Short narrative describing the proposed development including:
 - Legal description of the land and county property tax parcel number (this may be located on your tax notice).
 - Identification of the owner and signed owner consent to the submittal of the application.
 - Description of the proposed land use(s) demonstrating compliance with the use requirements of the applicable zoning district.
 - Description of all new construction showing compliance with height, bulk, setback, lighting, signage, and all other applicable Town ordinances.

- Scale plan drawing of the site showing:
 - Location of existing buildings and proposed construction on the development parcel including location of accessory units and/or other buildings.
 - Property corners and setbacks of structures from property boundaries.
 - Access to public road (direct physical access or via a legal easement).
 - Dimensions and alignment of any proposed road construction.
 - Location, description, and dimensions of any stormwater improvements.

- The applicant must show that adequate utilities are available to serve the proposed development as follows:

- Existing access to electricity or a plan for electrical utilities; and
 - Existing connection to culinary water or written service commitment approved by the culinary water provider for a service extension; and
 - Septic or individual sewage disposal system approved by the San Juan County Health Department. (Located at 735 S 200 W Suite 2, Blanding)
- Site Plan Review *if required* (Town of Bluff Ordinance #2019-5a-9, site plan review is required for the following: 1) All new development unless exempted by this section; 2) Remodeling of existing commercial development involving an addition of two thousand (2,000) square feet or more to the finished square footage of an existing structure; or 3) A use change as defined by this chapter involving an addition of two thousand (2,000) square feet or more to the finished square footage of an existing structure.)
- Road Encroachment Permit. To obtain, contact the Town of Bluff.

Office Use Only

Planning and Zoning Signature:
Date Received:
Land Use Clearance Number:
Attachments:
Comments:

LAND USE CLEARANCE APPLICATIONS CAN BE SUBMITTED BY MAIL, EMAIL OR IN PERSON TO THE TOWN OF BLUFF ADMINISTRATION OFFICE. APPLICATIONS MUST BE RECEIVED BY 5 PM ON THE FRIDAY PRECEDING THE REGULAR SCHEDULED PLANNING & ZONING COMMISSION MEETING TO BE CONSIDERED AT THAT MEETING.

UTAH CONSTRUCTION TRADES LICENSING ACT

According to the Utah Construction Trades Licensing Act, the owner of a single family residence, intended to be used for his/her personal use and non-commercial, nonprofit use may act as the contractor and builder on his/her own residence. Work performed on the project must be performed by the following:

- A. The sole property owner(s); or
- B. A licensed contractor; or
- C. An employee(s) of the owner for whom the owner has worker's compensation insurance coverage, and for whom the owner withhold and pays all required payroll taxes, and with respect to whom the owner complies with all other applicable employee/employer laws; or
- D. Any other person working under the supervision as an owner/builder to whom no compensation or only token compensation is paid; and
- E. The owner must understand that if the owner retains the services of an unlicensed contractor or compensates an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which a license is required, the owner may be guilty of a class A misdemeanor and may be additionally subject to an administrative fine in the maximum of \$2,000 for each day the law is violated.

ALL WORK TO BE PERFORMED ON ANY COMMERCIAL PROJECT MUST BE DONE BY LICENSED CONTRACTORS. THE OWNER OF A COMMERCIAL PROJECT CANNOT ACT AS THEIR OWN CONTRACTOR IN THE STATE OF UTAH.

INSPECTIONS

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER OR HIS/HER/THEIR AGENT TO NOTIFY THE **SAN JUAN COUNTY BUILDING DEPARTMENT** WHEN THE WORK IS READY TO BE INSPECTED.

EVERY REQUEST FOR INSPECTION MUST BE FILED AT LEAST 48 HOURS BEFORE SUCH INSPECTION IS DESIRED. THIS INSPECTION REQUEST CAN BY DONE BY PHONE OR EMAIL.

Phone 435-587-3221

Email building@sanjuancountymail.org

SITE PLAN REQUIREMENTS

- *Preliminary Site Plan.* Applicants shall submit a preliminary site plan (with requirements as listed below), drawn by an engineer, surveyor, or architect, to a scale of not less than one inch equals fifty feet (on paper no larger than twenty-four inches by thirty-six inches), and one copy reduced to eleven inches by seventeen inches that shall include:
 - o *Parcel Boundary Lines.* Include all easements, setbacks and construction limits of the project site;
 - o *Drives, Streets, and Rights-of-Way.* Include widths of pavement, curb and gutter, and dimensions of rights-of-way;
 - o *Parking and Loading.* The parking plan must include a count of spaces and details of handicap parking spaces as well as indicating the location and types of exterior lighting proposed for security lighting of the area;
 - o *Access.* Include all points of ingress, egress. For developments adjacent to and accessed by a state or federal highway, a completed highway access permit application from the Utah Department of Transportation (UDOT) must be submitted with the application, with a permit issued prior to building permit approval;
 - o *Refuse Areas.* Drawings of the refuse enclosures must be included;
 - o *Common Open Space.* All open space, common areas, parks, sidewalks, and trails (with required connectivity) must be clearly depicted;
 - o *Topography.* All site conditions including terrain contours, drainage areas, and other physical features on or within one hundred feet of the site must be shown; existing and finished grades must be clearly shown in different shades or contour depictions; all elevations shall be shown in the most current North American Vertical Datum (NAVD). Level I applications may contain this topographic survey on the site plan. Level II applications must show a separate topographic survey;
 - o *Use Types.* Specific areas proposed for specific types of land use shall be shown, and must include the acreage or square footage for each area;
 - o *Public Dedications.* Areas proposed for public dedication (i.e., utility easements, trails, open space, or the like) shall be depicted;
 - o *Lots or Plots.* The dimensions and areas for each lot or plot must be shown;
 - o *Adjacent Zoning.* Zoning for adjacent properties within three hundred feet of the subject property shall be shown;
 - o *Fire Hydrants.* The locations of all fire hydrants;
 - o *Title Block.* A title block shall appear in the lower right hand corner of all pages of plans and plats and shall contain the name of the development; legal location of the property; name and contact information of the site designer/engineer/surveyor; the name of the development; and the drawing scale and north point;
 - o A regional or vicinity map shall accompany the submitted application to indicate the location of the project; and
 - o The legal description of the property.
- *Floor Plan and Elevations.* A floor plan, at a minimum, shall consist of a drawing to scale showing a view from above, of the relationships between rooms, spaces and other physical features at each floor level of a structure. All dimensions shall be drawn between the walls to specify room sizes and wall lengths. The floor plan shall show the physical layout of:
 - o Interior walls and hallways;
 - o Restrooms;
 - o Windows, doors, landings, decks, and patios;
 - o Plumbing features such as sinks, showers, bathtubs, HVAC elements, etc.;
 - o Interior features such as fireplaces, saunas, hot tubs, and whirlpools;
 - o Locations of electrical panels and service connections;
 - o The planned uses of all buildings and rooms;

- o All finished first floor elevations;
- o Elevation view drawings shall show all side elevations of existing and proposed structures, and shall depict exterior architectural elements and materials, as well as heights of the structure.
- *Narrative*. The narrative shall describe in reasonable detail the purpose of the proposed development, the types of all land uses that are anticipated, the phasing of development, and information regarding all accessory uses, structures, or major features. Statistical information as to the project area, developed area square footage, number of parking spaces, and the like shall be included.
- *Conceptual Sign Plan*. If signage is anticipated, applicants shall submit a plan showing the location, dimensions, materials, and type of illumination for all signs. The Sign Plan shall include:
 - o Sign locations
 - o Materials & dimensions
 - o Type of illumination
 - o Sign designs
 - o Quantity
 - o Height
 - o All other relevant features
- *Lighting Plan*. The lighting plan shall show number and types of fixtures for walkways, building exterior lighting, and parking areas. An acceptable lighting plan shall consist of full cutoff, fully shielded, downward directed lighting types. The plan shall include manufacturer's information detailing the fixtures to be used. Wall mounted flood lights that direct outward toward other properties and roadways are prohibited.
- *Landscape Plan*. The landscape plan shall include location of landscaping features, maintenance, and proposed erosion control.
- *Wetlands, Riparian Areas, and Floodways*. If the development is adjacent to riparian areas, floodplains, probable wetlands, or areas where stream channels may be altered by planned development, a wetlands, riparian areas, and floodway plan drawn by an engineer, surveyor, or other appropriate consultant must be submitted. Flood zone boundaries and the base flood elevation must be shown. Where the application includes areas which may be subject to flooding the applicant shall show that the elevation of the lowest floor of all structures exceeds the elevation which is above the base flood elevation. All elevations on the plan shall be shown in the most current North American Vertical Datum (NAVD).
- *Drainage Plan*. A storm water drainage plan, signed and stamped by an engineer, shall be submitted and show calculations and other information specified below:
 - o The project site, including areas three hundred feet beyond its boundaries;
 - o Existing contours at two-foot intervals shown as dashed lines;
 - o Proposed contours at two-foot intervals shown as solid lines;
 - o Indication of a permanent benchmark referenced to mean sea level;
 - o Drainage system shown in plan view with estimated cubic-feet-per-second flow for a one-hundred-year storm event;
 - o Locations of all natural drainage channels and water bodies;
 - o Existing and proposed drainage easements;
 - o Type, size, and location of existing and proposed drainage structures such as pipes, culverts, inlets, ditches, One-hundred-year event (base) flood areas;
 - o Additional grading and drainage elements may be required to be depicted to satisfy Federal Emergency Management Administration (FEMA) floodplain requirements; and
 - o Erosion control plans showing adequate sedimentation control which shall be accomplished throughout construction phases as well as during the ongoing use of the site (e.g., sedimentation ponds, dikes, seeding, retaining walls, rip-rap, etc.).
- *Minimum Standards*. All structures for drainage and flood control shall be designed, at a minimum, to successfully convey the anticipated one-hundred-year frequency storm event for maximum period of intensity over the entire drainage basin. The applicant shall submit calculations to show that all

structures have adequate capacity to accommodate flows expected to result from the designated storm event.

- *Water and Sewer System Protection.* All storm water facilities shall be designed to avoid or minimize damage to, or infiltration of, culinary water and sanitary sewer facilities, if applicable.
- *Planned Grading.* A grading plan for surface drainage (shown by contours and spot elevations) shall be prepared by an engineer or surveyor. It shall show the planned grading and paving of driveways, access roads, and parking areas. Grading and paving shall be shown on plans, profiles, cross sections, and details as necessary to describe new construction. Details of curbs, gutters, sidewalks, drainage structures, and conveyance systems, dimensions of all improvements, size, location, thickness, materials, strengths, and necessary reinforcement can be shown on the site plan in the case of a Level I application, or on a separate drawing based on the complexity of the project.
- *Utility Plan.* A utility plan shall be prepared by an engineer. It shall show the locations, dimensions, and elevations of all sewer facilities and culinary water facilities needed to serve the site. The utility plan shall specify in reasonable detail the types of equipment and materials to be used and shall comply with all applicable advisory documents or sound engineering requirements. Plans showing the locations of natural gas, electric, and telephone/data lines must also be shown.
- *Evidence of Title.* A current title insurance commitment, ownership and encumbrance report, or abstract of title prepared by a title insurance company or attorney showing all ownership interests, easements, and encumbrances which apply to the parcel(s) comprising the application must be submitted. If requested, the applicant shall provide copies of all recorded documents which may affect the property subject to the application. If common elements or private use restrictions are anticipated, the applicant must submit draft covenants, conditions, and restrictions (CC&Rs) for review.
- *Surface and Subsurface Soils Report.* The application shall include a surface and subsurface soils report establishing soil suitability for the proposed development. The report shall be prepared by a geotechnical engineer or other professional. At a minimum, the report shall include:
 - o A description of soil types;
 - o Locations and characteristics with supporting soil maps;
 - o Soil logs of test pits and bore holes;
 - o All other information necessary to determine soil suitability for the scope of the development and constraints on development based on the findings;
 - o Analysis and evaluation of such information with recommendations regarding structural constraints, erosion control, and requirements for building design.
- *Traffic Study.* A traffic study and parking and circulation study are required for projects which will generate in excess of five hundred peak daily trips. The study shall be prepared by an engineer. The following table shall be used to determine if a traffic study is required:

Traffic Impact Table

Land Use	500 Daily Trips
Residential: Single-family	50 units
Apartments	85 units
Condos/Townhouses	85 units
Mobile Home Park	100 units
Shopping Center	1,800 sq. ft.

Fast Food Restaurant (GFA)	800 sq. ft.
Convenience Store w/Gas (GFA)	870 sq. ft. or 5 pumps
Bank w/Drive-In	1,870 sq. ft.
Hotel/Motel	60 rooms
General Office	30,000 sq. ft.
Medical/Dental Office	17,400 sq. ft.
Research and Development	47,000 sq. ft or 2.75 acres
Light Industrial	77,000 sq. ft. or 7.75 acres
Manufacturing	130,000 sq. ft.

- *Street Design Drawings.* The application shall include drawings by an engineer showing the design, grades, widths, and profiles of all streets, sidewalks, curbs, gutters, traffic control devices, traffic signs, and associated public improvements. All street designs shall conform to street classifications and design standards adopted by the Town, if any.