

# Design Review Committee Packet



Meeting Number 1    2    3    Submittal Date:

**Name**

**Full Address**

**Phone**

**Email**

**Project Name**

**Project Address**

The purpose of this DRC is to:

Provide opportunity to identify major issues for the project.

Acquaint applicant with requirements and procedures to facilitate a complete application.

Review the process for approval.

DRC meetings meet everyday Wednesday starting at 9am. 3 appointments are scheduled each week. Your submittal must be done a week before your desired meeting date. Proposals with significant policy, legal, or otherwise complex issues may need more than one DRC before you can submit a formal application. You MUST provide at a minimum a site plan or survey for your DRC submittal. Complex projects should provide engineering, elevations, site plan, and survey at time of submittal for more accurate reviews and feedback.

Applicant is providing (circle all that apply & attach plans)

Site Plan (to scale)

Architectural Plans

Elevations

Engineering Plans

Survey of property

Landscape Plans

Preliminary Plat

**Project  
Description:**

A site plan is the minimum required document to schedule a DRC, but by not providing the above documents at the DRC applicant acknowledges that errors or issues may be discovered by Millcreek Staff during subsequent reviews that will need to be resolved before any department issues final approval of any application. Please make sure your site plan is to scale and includes: a.) The location of the proposed development. b.) Boundaries of the property c.) The location of each existing and proposed building and structure. d.) floor plans showing the utilization of space for each structure. e. The location and arrangement of all curb cuts, private streets and drives, pedestrian walks (if any), parking and loading areas.



Your project will be considered by each department at the DRC. Not all the below considerations may apply. Please review the considerations before your DRC and be prepared to answer questions.

Millcreek Staff will fill out boxes at your DRC to confirm.

If staff marks the box it means the topic applies to your project and you may need to meet additional requirements in order to be permitted for the project.

## STAFF USE ONLY

### Planning

Staff Reviewer:

Project:

Is project subject to fcoz?

Which FEMA flood zone (x,a,ae,etc)vv is project located?

Is there a road dedication required?

What public improvements are required? Landscaping requirements?

Do plans require parking? Open space? Shared parking?

What utilities are affected?

Do plans require udot approval? State approvals?

Are there easements to consider?

Special exceptions? Rezone required? Elevation restrictions?

Rcoz applicable?

Which zone? What are setbacks for property?

Is there a bla or lot consolidation?

Is it next to residential zone? Is project mixed-use?

Bonding discussion? Fee discussion? Timeline of review discussion

Landscaping buffers? Parking lot landscaping?

Reduced setbacks?

Creating additional lots? Traditional? Subdivision? Pud? Cc&r's ?

Is the property nonconforming? Structure noncomplying?

Traffic impacts? Is a traffic study needed?

Other Notes

None at this time.



Staff Reviewer:

Project:

Which roads are adjacent to the property?v

Road classification? What cross section applies?

Is there a road dedication required?

Storm water considerations? Detention or retention? Pond sizing per calcs.

Is property over an acre? If so, a SWPP and SWMA are required.

Erosion control plan required.

Do plans have canals and ditches? Require canal company approval?

A geotech report required? Is it more than two units?

Do plans fall inside of a fault study zone? Fault line? If so, fault study required.

Geologic hazards ?

Critical slopes? In the fcoz?

Bonding discussion? Fee discussion? Timeline of review discussion

Other Notes

None at this time.



Staff Reviewer:

Project:

Distance from structure to roadway?

Commercial code or residential code apply?

Bonding discussion? Fee discussion? Timeline of review discussion

Code analysis?

Accessibility?

Sprinklers needed?

Permit process?

Demo permit?

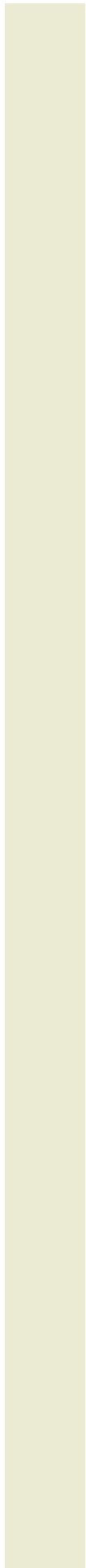
Flood plain?

Fire Impact fees?

Utilities?

Other Notes

None at this time.





Staff Reviewer:

Project:

Where is the closest hydrant? Show on plans where

Numbers of units?

Elevation of structure(s)

Roadways? Private roads? Streets?

Width of roadways?

Sprinklers?

Distance from structure to roadway?

Dead End?

Depth?

Code Modification needed?

Occupancy Type?

Other Notes

None at this time.

