



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 Weber County Land Use Code, 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 2nd Tuesday of the month.

The Ogden Valley Township Planning Commission holds their meetings on the 4th 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.
- Culinary water and waste water letter



- 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 Land Use Code chapter requirements may apply as determined in the pre application meeting

Fee Schedule

Property Zoning _____ Fee Required _____

- Design Review \$225
- Design Review Over 5000 sq. ft. \$225 plus \$15 per 1000 sq. ft.
- Administratively approved over 1000 sq. ft. \$100 plus \$15 per 1000 sq. ft.
- Administratively approved less than 1000 sq. ft. \$100

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 Land Use Code Title 108 Chapter 1 and/or Title 108 Chapter 2 (Ogden Valley Architectural, Landscape, and Screening Design Standards) 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 found at the following Planning Division web site: www.co.weber.ut.us/planning
Copies of the applicable Weber County Land Use Code and other helpful information are also available at this web site.