Plan Submission Requirements
- General Plan Amendment –

IMPORTANT NOTE: Per Wasatch County Code, all proposed amendments to the General Plan are due by <u>JULY 15th</u> to be considered by the County Legislative Body in November

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:
https://www.wasatchcounty.gov/development-process-forms-applications

The Wasatch County Land Use and Development Code can be accessed online at
https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-_LAND_USE_AND_DEVELOPMENT_CODE

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL

Required Checklist Item	File Name
A letter formally requesting the changes to the General Plan describing the specific details about the proposed change to the General Plan and including the possible impacts of this proposed change (positive and negative)	01 – Letter of Request
Specify section and language of proposed text amendment, with proposed language in red and deleted language struck out [5]	02 – Proposed Text
Map showing the area you want to change as it exists now (include waterways, etc.)	03a - Existing GP Map
Map showing the area to be changed as it would exist if the change is granted (zone lines, waterways, etc.)	03b - Proposed GP Map
A slope map of the area with the proposed and existing land use boundaries lines superimposed (as illustrated in Chapter 4 of the Wasatch County General Plan)	03c - Slope Map
Conceptual drawings showing the proposed development for the area	04 - Proposed Concept
An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own.[10]	_Noticing Addresses
Unsealed, self-adhesive/sealable envelopes including: ○ USPS Stamp of sufficient value to mail a standard letter ○ Leave the return address blank ○ Addressed to each property owner of current record within 500 feet of the property boundary, including your own. If the property is a condominium which has an owner's association, the name and address of the owner's association is sufficient in-lieu of each owner.	**Must be turned in to Planning Department**

Supplemental Checklist Item (may be required)	File Name
Resubmittals Only: Once a DRC review has been completed, resubmittals must include a detailed written response to each comment provided in the previous review. The written response will need to clearly identify how the resubmittal is addressing the item and identify where changes to the drawings or reports were made.	00 – REVIEW RESPONSE
Any additional supporting documents that provide necessary information to demonstrate compliance with applicable codes. This should be used only when	OTHER – [Insert Custom Name Here]

the information typical to the required checklist items does not accommodate the type of information being supplied.	

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. The above checklist may not be comprehensive depending on the project specifics. Per Wasatch County Code, the applicant shall provide any additional information which the County staff, Planning Commission, and/or legislative body may reasonably require in a specific instance.
4. Wasatch County General Plan
5. Proposed text amendments should use the following formatting:
   - Existing text to remain shall be Times New Roman, black
   - Existing text to be removed shall be ~~red strikethrough~~
   - New text to be added shall be <u>red underlined</u>
6. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a Property Owner Authorization Form is required to be submitted.
7. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating <u>why</u> the item is not applicable should be submitted in the place of the item.
8. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
9. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by **clicking this link**. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the system instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
10. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by **clicking this link**.

AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT "SUBMIT FOR REVIEW" TO SEND THE FILES TO THE COUNTY. DO NOT HIT "SUBMIT FOR REVIEW" UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.