

STAFF USE ONLY  
GL: 103413100 Dist. Code: 328  
Fee based on cost: TBD after staff reviews. Billed monthly for additional fees.  
(See Title 19-Land Development Code)  
Newspaper Public Notice Fee: \$25  
Mailed notices: \$1.00 per notice, contact Planning to determine amount: \$ \_\_\_\_\_



SARATOGA  
SPRINGS  
PLANNING

*Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.*

**NEIGHBORHOOD PLAN APPLICATION  
UPDATED JANUARY 2021**

**PROJECT NAME:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Applicant / Authorized Agent:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**General location of the property:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Tax ID number(s):** \_\_\_\_\_

**Surrounding land uses:** \_\_\_\_\_

**Size of the subject property:** \_\_\_\_\_ **Proposed zoning:** \_\_\_\_\_

**Proposed number of dwelling units and units per acre:** \_\_\_\_\_

**Proposed square footage of neighborhood commercial:** \_\_\_\_\_

# Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to [Planning@SaratogaSpringsCity.com](mailto:Planning@SaratogaSpringsCity.com). Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

**STAFF USE ONLY:**

Anticipated review of 10 business days

Anticipated review of more than 10 business days

## 1. **Purpose and Intent**

The purpose of the Mixed Residential (MR) Zone is to allow for the establishment of residential neighborhoods displaying a mix of housing types and open space types that allow for lifestyle choices and opportunities for as wide a range of demographics and socio-economics as possible. Developments in the MR Zone shall be designed to integrate a blended community of households made possible through the allowable housing mix which generates more complete and authentic neighborhoods.

## 2. **Neighborhood Plan Required**

A Neighborhood Plan will be required to guide future development in the MR zone. The submission requirements for a Neighborhood Plan are outlined in 19.04.13.7.

Neighborhood Plans include the identification and placement of lot types, open space types, and all infrastructure, utilities, grading and other aspects detailing future construction.

- a. Neighborhood Plans typically include new streets, ensuring the resulting blocks and the urban fabric are walkable and bikeable. Bus and rail alignments should be located outside of neighborhood blocks.
- b. Neighborhood Plans identify the overall theme of a community. All elements of the development shall follow a unified theme.

## 3. **Development Agreement Required**

A Development Agreement shall be required for all Neighborhood Plans and shall meet the provisions of 19.13.07

## 4. **Density**

- a. This land use zone recognizes that in order for the City to be a well-rounded community, many different housing styles, types and sizes should be permitted. Residential densities within a project utilizing this zone shall not exceed an overall blended density of 8 units per acre.
- b. The City Council has the discretion to increase the overall blended density to up to 12 units per acre. In considering an increase in overall blended density, the City Council shall consider:
  - I. An increase of up to 2 units if the project proposes additional community open space in the neighborhood plan or proposes to donate open space to the City for a city-wide amenity supported by the City.
  - II. An increase of up to 2 units if the neighborhood plan contains opportunities for neighborhood commercial uses.

III. An increase of up to 2 units if the property is adjacent to a future or existing transit stop or corridor and opportunities are provided in the neighborhood plan for commercial uses that support transit consistent with 19.03.13.8.

- c. Mixed Residential projects should be context sensitive. Proposed uses adjacent to existing development should be compatible in terms of density, and provide an appropriate transition to higher intensity areas as required in section 19.17.04. Areas in close proximity to transit (1/4-mile radius) should be designed to support ridership with very high density (25–40 units per acre) encouraged adjacent to existing and future transit stops, while still maintaining an overall density of up to 12 units per acre.
- d. A Mixed Residential project (or neighborhood) size shall be 50 acres at a minimum.

**5. Process**

The process for the review and approval of Neighborhood Plans in the MR Zone will follow this process unless otherwise specified in this section:

- a. The Planning Commission shall conduct a public hearing on a Neighborhood Plan and shall make a recommendation to the City Council
- b. The City Council is the land use authority for Neighborhood Plans
- c. Preliminary and Final Plans will follow the processes set forth in 19.12 Subdivisions.

**6. Submission Requirements**

Neighborhood Plans shall be required to submit the following:

Applicant	City Staff	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		a. Application form, applicant certification (attached), and application fee.
		<b>Fee:</b> No fees are required up front. Saratoga Springs City will track time spent on reviewing the project and will invoice the applicant for all time and associated costs. Newspaper public notice fee: <b>\$25</b>
		<b>Fee for mailed notices: \$1.00 per postcard</b> notice, contact Planning to determine amount. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property.
		<b>Application Materials Required:</b> Provide all application materials in electronic form. Include a signed copy of the application.
		The proposed master development plan shall include, at a minimum, the information listed below:
		b. <b>Legal Description:</b> A legal description of the property.
		c. <b>Vicinity Map:</b> A vicinity map showing the approximate location of the subject parcel with relation to the other major areas of the City
		d. <b>General Description:</b> A general description of the proposed development together with a map indicating the general development pattern, land uses, densities, intensities, open spaces, parks and recreation, trails, and any other important element of the project.
		e. <b>Character and Theme Plan</b> - identifying the organizational design framework showing a clearly recognizable neighborhood character and theme while also distinguishing the neighborhood from others and cohesively unifying the neighborhood through its distinctive design elements. Community character and theme elements may include the following:

		<ul style="list-style-type: none"> <li>i. General Architecture – Identifying the proposed architectural styles and themes.</li> <li>ii. Architectural Façade Plan identifying the principle façade and secondary façade(s) for each buildable lot.</li> <li>iii. Open space, landscaping and recreational design concepts.</li> <li>iv. Community signage and place identification.</li> <li>v. Street Naming Plan.</li> </ul>
		f. <b>Data Table:</b> A data table including total number of lots, dwellings, and buildings, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, percentage of buildable land, percentage of open space or landscaping, and net density of dwellings by acre.
		g. <b>Conceptual Utility Plan:</b> Schematic with existing and proposed utility alignments and sizes sufficient to show how property will be served including drainage, sewer, culinary and secondary water connections and any other existing or proposed utilities needed to service the proposed development or that will need to be removed or relocated as part of the project.
		h. <b>Storm Drainage:</b> Information relating to storm drainage including: 100-year 24-hour drainage flows, 10-year 24-hour storm water flows, and proposed storm drainage facilities.
		i. <b>Phasing Plan:</b> including phase boundaries, acreages, and sequence for each phase.
		j. <b>Impacts:</b> Estimated impacts of the proposed Master Development Agreement on all public utilities including potable water, irrigation water, wastewater, transportation, storm drainage, fire protection, and solid waste.
		k. <b>Existing conditions and features:</b> within and adjacent to the project area including roads, structures, drainages, wells, septic systems, buildings, and utilities. Existing physical characteristics of the site including waterways, geological information, fault lines, general soils data, and contour data (two-foot intervals).
		l. <b>Environmental Issues:</b> Identification of environmental issues, if any, and how such will be protected or mitigated (e.g., wetlands, historical sites, endangered plants, etc.).
		m. <b>Open Space Plan:</b> for each area assigned as open space (see Section 19.19) including: <ul style="list-style-type: none"> <li>i. general type, use, and programming concepts of all open spaces.</li> <li>ii. conceptual landscape treatment, proposed activities and recreational amenities (public vs. private and active vs. passive).</li> </ul>
		n. <b>Landscape and Fencing Plans</b> shall be provided per Section 19.06.
		o. <b>Streets:</b> Major street layout with detailed traffic study prepared by a traffic Engineer.
		p. <b>Compatibility:</b> Statements of how the proposed development is compatible with surrounding land uses and other areas of the City and how internal compatibility will be maintained.
		q. <b>Lotting Plan</b> – including a conceptual plan for Lot Types and Parking to include: <ul style="list-style-type: none"> <li>i. Layout and Description of all lot and unit types.</li> <li>ii. Building configurations including number of buildings per lot, lot dimensions, building height and parking.</li> <li>iii. Setbacks for principal and accessory buildings.</li> <li>iv. Lot coverage.</li> <li>v. Lot frontage.</li> </ul>

		<p>r. <b>Transportation Network and Street Plan:</b> that shall include:</p> <ul style="list-style-type: none"> <li>i. adjacent streets.</li> <li>ii. modifications to existing streets, if any</li> <li>iii. a key for the street network.</li> <li>iv. existing, new, and modified streets, rear lanes, and shared drives including: <ul style="list-style-type: none"> <li>1. centerline radius, and a</li> <li>2. data table indicating ownership,</li> <li>3. right-of-way width,</li> <li>4. number of vehicular lanes,</li> <li>5. street type; and</li> <li>6. transportation provisions.</li> </ul> </li> <li>v. Any public existing or proposed public transit stops or ways, bicycle ways, and trails within and adjacent to the Neighborhood Plan area.</li> <li>vi. local street network consisting of all new streets within the Neighborhood.</li> </ul>
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**Amendments to approved Neighborhood Plans**

Modifications to the Neighborhood Plan text or exhibits may occur in accordance with the following amendment process:

- a. Major Amendments: If an amendment is deemed major by the Planning Director, it will be processed in the same manner as the original Neighborhood Plan. Major amendments are modifications that change the intent of the Neighborhood Plan such as:
  - i. those that significantly change the character or architecture of the Neighborhood Plan;
  - ii. those that increase residential density and non-residential intensity;
  - iii. those that materially reduce the amount of land dedicated to parks, trails, public use space, natural areas, or public facilities as shown on the approved Neighborhood Plan; and
  
- b. Minor Amendments. Minor amendments are accomplished administratively by the Planning Director. Minor amendments include simple modifications to text or exhibits such as:
  - i. minor changes in the conceptual location of streets, public improvements, or infrastructure;
  - ii. minor changes in the configuration or size of parcels;
  - iii. transfers of density as described within the Neighborhood Plan;
  - iv. minor modification of land use boundaries; and
  - v. interpretations that facilitate or streamline the approval of unlisted uses that are similar in nature and impact to listed uses.

**APPLICANT ACKNOWLEDGMENT:**

**I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.**

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT CERTIFICATION:**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_