



Department of Planning & Zoning

1330 E Chambers Ave

Millcreek, UT 84106

Phone: (801) 214-2700

millcreek.us

Applicant	DEVELOPMENT REVIEW CONSULTATION (DRC)	Staff	
Yes	CHECKLIST ITEMS REQUIRED FOR DRC	R	C
<input type="checkbox"/>	Complete application submitted to staff and meeting scheduled	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Completed Checklist with electronic PDF copies of site plan and other applicable documents (<i>this form</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan (north arrow and scale, address of property, general layout and scaled configuration of a site, including building footprints, parking and street layout, conceptual landscaping and lighting)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Label proposed and existing structures and total square footage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Elevations of the proposed and existing structures	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Location of all fences, existing and proposed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Parking layout	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Required and proposed building setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Utility poles and fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	North arrow and scaled to accurate dimensions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Property address and legal description (Include subdivision lot information)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lot dimensions and lot area	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Zoning	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Label proposed and existing structures and total square footage	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A description of the business or land uses in sufficient detail to explain the potential impacts of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
<i>The following information is not required, but may be helpful for a more thorough review, and may help you to get more out of the DRC:</i>			
<input type="checkbox"/>	Right of Way and ALL easements on the property with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Utility locations and service connections from the street/alley to the house	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Location of driveway cuts and driveways	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Landscaping; including any ditches or canals	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Water bodies, ditches and canals	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed drainage patterns, retention, detention and permanent water quality facilities	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ALTA Survey of property	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Civil Plans including demo, grading, drainage at a minimum	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other Documents: Provide copies of any special agreements, easements, conveyances, restrictions or covenants governing the property	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Additional material / information as requested by staff	<input type="checkbox"/>	<input type="checkbox"/>



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APPLICANT NAME:

DATE:

APPLICANT PHONE:

APPLICANT EMAIL:

ADDRESS OF PROPERTY BEING DEVELOPED:

DRC APPLICATION FORM

EXPLAIN AND DESCRIBE YOUR PROPOSED PLANS: (Attach Checklist and all required documents - incomplete applications will not be accepted)

If the applicant is not the property owner, please complete below:

PROPERTY OWNER NAME:

COMPANY:

ADDRESS:

EMAIL AND PHONE:

PRINT NAME:

Staff Use Only

Date: _____ Received By: _____ Zone: _____ Fee: NO YES

DRC File No: _____	Review Number date: <i>Initial</i> <input type="checkbox"/>	<i>1st</i> <input type="checkbox"/>	<i>2nd</i> <input type="checkbox"/>	<i>3rd</i> <input type="checkbox"/>	<i>4th</i> <input type="checkbox"/>
	<i>date</i>	<i>date</i>	<i>date</i>	<i>date</i>	<i>date</i>

DEVELOPMENT REVIEW "STEPS AND PROCESS"

Once an Applicant submits a complete application for review for the Development Review Consultation (DRC), staff and agency reviewers will review the application and provide comments in an effort to make the process more seamless. Following are some of the important steps in the DRC process:

1. Applicant submits DRC Application to Planning and Zoning along with relevant plans, project description and other information that may be helpful in the preliminary review. Submittals are due at minimum 9 days prior to DRC scheduled meeting. DRC meetings are held every 2nd and 4th Wednesday of the month beginning at 9am and ending at approximately 12pm. Staff typically schedules no more than three meetings each DRC day. In the event the DRC day is already full, the next available meeting is chosen.

Development projects that require more than two DRCs before an application will be charged a fee of \$100

*** If applicant fails to attend a scheduled DRC, all following DRCs will require a fee of \$100**

2. Staff reviews the application and schedules the meeting with the Applicant. This may be a virtual meeting.
3. Day of the DRC: Staff will briefly meet internally (without the Applicant) to discuss the project. Staff will then invite the Applicant and consultants into the meeting.
4. Applicant introduces their team, and staff introduces themselves to the Applicant. Applicant then presents their project and asks questions to the City Staff.
5. City Staff will provide direction and feedback to the Applicant. Staff comments are preliminary and are considered advisory. Feedback and comments made are based on the plans submitted

After the DRC

1. Comments will be provided to the DRC applicant within a week of the DRC, provided that information needed is available. Staff contact information will be included with written comments. Applicants with specific, technical questions for a particular staff member are encouraged to contact that Staff member directly.
2. Applicants may resubmit for additional DRCs if more feedback is required.
3. Some projects may require additional steps such as a rezoning, subdivision, variance, public hearing, site improvement plan or other approvals or exceptions before a permit or final approval can be issued; this may include approval, permits or licenses from agencies outside of Millcreek.

Staff comments and agency reviewer contact information. See attached checklists

Department/Office	Contact Email
Millcreek Planning & Zoning Department	Francis Lilly - flilly@millcreek.us
	Robert May - rmay@millcreek.us
	Brad Sanderson - bsanderson@millcreek.us
	Carlos Estudillo - cestudillo@millcreek.us
	Katie Larsen - klarsen@millcreek.us
	Sean Murray - smurray@millcreek.us
Unified Fire Authority	Shirl White - swhite@unifiedfire.org
Millcreek Public Works/Engineering Department	Jake Green - jgreen@millcreek.us
	Ryan Bagnshaw - rbagnshaw@millcreek.us
	Fred Lutze - flutze@millcreek.us
Millcreek Building Department	Jim Hardy - jhardy@millcreek.us

Comments:



DEVELOPMENT REVIEW
CONSULTATION (DRC)
COMMENTS

Millcreek
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DRC FILE NUMBER: _____

DATE: _____

PLANNING & ZONING COMMENTS

ENGINEERING COMMENTS

UNIFIED FIRE COMMENTS

BUILDING DEPARTMENT COMMENTS
