



# General Plan or Future Land Use Map Adoption/Amendment Checklist

Millcreek City Hall  
1330 East Chambers Avenue  
Millcreek, Utah 84106  
801-214-2700  
[millcreekut.gov](http://millcreekut.gov)

## **MKZ 18.15.010 Legislative Decisions (A) (4)**

CHECK BOX WHEN COMPLETED	Requirements	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Completed and Signed Millcreek Land Use Application.	
<input type="checkbox"/>	Notarized Property Owner Affidavit, for Future Land Use Map Amendment Applications.	
<input type="checkbox"/>	Application Fee.	
<input type="checkbox"/>	Letter of Intent describing proposed amendments to the General Plan Text or the Future Land Use Map.	
<input type="checkbox"/>	A summary of the rationale for proposed amendments to the General Plan Text or the Future Land Use Map. As applicable, answer the Essential Questions for Zoning, Development Agreements, and City Initiatives as set forth in Sections 3.1.7, 3.2.7, 3.3.7, 3.4.7, 3.5.7, 3.6.7, and 3.7.7 of the Millcreek Together General Plan.	
<input type="checkbox"/>	Proposed text revisions to the General Plan, if applicable.	
<input type="checkbox"/>	The current Future Land Use Map designation and present use of the subject property.	
<input type="checkbox"/>	A legal description of the subject property.	
<input type="checkbox"/>	A development agreement, if applicable, and a completed Development Agreement Checklist. See below.	
<input type="checkbox"/>	A Summary of the Neighborhood Meeting, pursuant to MKZ 18.14.030	
<input type="checkbox"/>	Any other relevant supporting documentation, maps, studies and any other information that would inform Staff and the Planning Commission in making a recommendation, and that would allow City Council to make a decision.	

## Development Agreement Checklist

### **MKZ 18.15.010 Legislative Decisions (D) (5)**

*A Development Agreement is a voluntary agreement between Millcreek and the Applicant. A Development Agreement must be submitted concurrently with a land use application for a Legislative Decision.*

CHECK BOX WHEN COMPLETED	Summary and Narrative Requirements	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Completed and Signed Millcreek Land Use Application	
<input type="checkbox"/>	Notarized Property Owner Affidavit	
<input type="checkbox"/>	Application Fee	
<input type="checkbox"/>	A Completed Checklist for the relevant application type for which a development agreement is being considered.	
<input type="checkbox"/>	A Summary of the Neighborhood Meeting, pursuant to MKZ 18.14.030	
<input type="checkbox"/>	A Summary of other Pre-Application Meetings, if required.	
<input type="checkbox"/>	Any other relevant supporting documentation, maps, studies and any other information that would inform Staff and the Planning Commission in making a recommendation, and that would allow City Council to make a decision.	
<input type="checkbox"/>	A completed Sensitive Lands Review Checklist, if required.	
CHECK BOX WHEN COMPLETED	Property Survey Requirements <i>A property survey showing, at a minimum:</i>	PAGE NUMBER IN PLANS REQUIREMENT IS MET

<input type="checkbox"/>	Property boundaries	
<input type="checkbox"/>	The location and type of easements, covenants, or other property restrictions.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of all existing buildings, structures, and utilities, including water utilities.	
<input type="checkbox"/>	Location of existing trees measured at four inch (4") caliper or greater.	
<input type="checkbox"/>	Location of any sensitive lands features.	
<b>CHECK BOX WHEN COMPLETED</b>	<b>Site Plan Requirements</b>	<b>PAGE NUMBER IN PLANS REQUIREMENT IS MET</b>
<input type="checkbox"/>	Location of proposed buildings.	
<input type="checkbox"/>	Location of proposed off-street and on-street parking areas.	
<input type="checkbox"/>	Location of proposed open spaces.	
<input type="checkbox"/>	A summary table showing floor area by use, required parking by use, materials percentages, percentages of doors and windows, minimum lot size requirements, residential amenities if required, and open space requirements.	
<input type="checkbox"/>	Location and Conceptual design and cross-sections of proposed streets, driveways, lanes, or paths.	
<input type="checkbox"/>	Number, size, height, and location of all proposed signs.	
<input type="checkbox"/>	Location of existing and proposed fire hydrants.	
<input type="checkbox"/>	Conceptual landscape plan showing location and type of proposed plantings, and trees to be preserved, if applicable.	
<input type="checkbox"/>	Setbacks and buffers as required by the relevant zoning or landscaping standard.	
<input type="checkbox"/>	Conceptual lighting plan showing location and height of proposed street and interior property lighting.	
<input type="checkbox"/>	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	
<input type="checkbox"/>	Site Grading and Drainage Plan.	
<b>CHECK BOX WHEN COMPLETED</b>	<b>Building and Elevation Requirements</b>	<b>PAGE NUMBER IN PLANS REQUIREMENT IS MET</b>
<input type="checkbox"/>	Proposed building bulk and height.	
<input type="checkbox"/>	Proposed building elevations, including building color and materials.	
<input type="checkbox"/>	Proposed building floor plans.	
<b>CHECK BOX WHEN COMPLETED</b>	<b>Required Studies</b>	<b>PAGE NUMBER IN PLANS REQUIREMENT IS MET</b>
<input type="checkbox"/>	Geological Hazards Study, if required.	
<input type="checkbox"/>	Parking and Traffic Impact Study, if required.	
<input type="checkbox"/>	Photometric Study, if required.	