



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

SCHEMATIC PLAN REVIEW

Application Form: Complete the form provided by Brian Head Town

Land Use Fee: \$500 per application

Title Report: A title report must be prepared by a title company or other entity bonded to ensure the accuracy of the title information. One submittal of a title report with the initial application and the title report must be dated no more than thirty (30) days prior to its submission to the town.

Existing Conditions Map: The applicant will provide a map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information –

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
- Existing topography, with slopes over 10%, 25% and 40% identified
- Existing vegetation, trees or groupings of trees
- Existing roads and rights-of-way, including names, grades, and travel lane widths
- Existing utilities by type, including location and dimension of easement
- Existing emergency access, fire lanes and fire hydrants
- Footprint of existing structures with uses indicated
- Existing drainage system (natural or improved)

Development Report: The applicant will provide a narrative statement detailing the following:

- An explanation of the purpose of the proposed action and proposed land use, including building descriptions, variation in building setbacks, parking, height or other requirements that are being sought
- A development schedule indicating the approximate date of the development or stages of the development with expected completion dates
- Assessment of the availability and capacity of public infrastructure (utilities, roads, trails, etc.) to serve the proposed use
- Any special agreements, conveyances, restrictions or covenants, which will govern the use, maintenance and continue protection of the development and any of its common areas

Schematic Subdivision Plat: The applicant will provide a schematic plat map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information –

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)

- Existing roads and rights-of-way, including names, grades, and travel lane widths
- Simplified layout of proposed lots or units with approximate dimensions
- Approximate location and dimensions of proposed utility easements (with type indicated) and proposed roads or rights-of-way
- Indicate primary access and secondary emergency access and fire lanes