

Toquerville City Site Plan Approval Process



If the zoning on the property you plan to build on is correct for what you want to build, then the following process would apply:

- 1.) Meet with Planning Staff to discuss your proposed application.
- 2.) Preliminary Site Plan: Prepare a preliminary site plan subject to requirements listed on the application and submit it with a completed application and required fee to be placed on a Planning Commission agenda. Those meetings are held on the Third Wednesday of each month. Applications with all requirements including the fee must be submitted by no later than 12:00 noon 3 weeks and one day prior to Planning Commission meeting at which you desire to have your application heard, or as directed by the Zoning Official.
- 3.) Construction Plans: Have construction plans prepared for utilities, curb, gutter, sidewalk, and streets subject to Toquerville City Standards. Call before 12:00 noon on any Tuesday to be placed on the Development Staff Committee meeting agenda, which is held the first Tuesday of each month at 5:00 p.m. to have construction plans reviewed. After receiving redlines on plans from utility departments, and plans have been corrected, signatures must be obtained from each department head.
- 4.) Final Site Plan: A completed application including required fee must be turned in by the required submittal date for whatever Planning Commission meeting at which you desire to have your application heard. Your item will be placed on that agenda only if the construction plans have been approved and signed by the separate utility heads at least one week prior to the meeting.

The Planning Commission is the Land Use Authority for Site Plans.