

Title 9 – Land Management Code

Chapter 4

SUBMITTAL REQUIREMENTS

9-4-1: SUBMITTAL REQUIREMENTS:

9-4-2: SUBMITTAL DESCRIPTIONS:

9-4-1: SUBMITTAL REQUIREMENTS

- A. The following lists put forth the information required to be submitted for each of the various land use permits and approvals required in this title. The Planning and Zoning Administrator may modify the submittal requirements (requiring additional or fewer submittal requirements) for individual applications as necessary to properly evaluate whether the proposed land use action meets the Standards For Review. One (1) physical and one (1) electronic copy of all required submittals shall be provided to the Planning and Zoning Department by the applicant. (amd. Ord. 24-014, 10-8-24)

B. Land Use Application Type and Requirements:

1. General Plan Amendment
 - a. Land Use Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
2. Zone Amendment
 - a. Land Use Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Referral Packet
3. Conditional Use Permit
 - a. Land Use Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Existing Conditions Map
 - iii. Development Report
 - iv. Referral Packet

- v. Site Plan
- 4. Horse Boarding Permit
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Animal Information for Public Safety

C. Altering Lots/Parcels/Plats

- 1. Property Boundary Adjustment / Lot Line Adjustment / Boundary Line Agreements
 - a. Land Use Authority: Planning and Zoning Administrator
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Title Report
 - iii. Surveyors Certificate & Legal Description
- 2. Minor Plat Amendment and Subdivision by Metes and Bounds
 - a. Land Use Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Title Report
 - iii. Amended Plat (for Plat Amendment)
 - iv. Survey & Legal Description (for Metes & Bounds Subdivision)
 - v. Existing Conditions Map
 - vi. Development Report
 - vii. Referral Packet (for Plat Amendment)
 - viii. Covenants, Conditions & Restrictions
- 3. Subdivision Approval and Major Plat Amendment
 - a. Land Use Authority Preliminary Plat: Planning Commission
 - b. Land Use Authority Final Plat: Planning and Zoning Administrator
 - c. Submittal Requirements:
 - i. Concept Plan Review (unless exempted)
 - I. Application Form & Fees
 - II. Title Report
 - III. Existing Conditions Map
 - IV. Development Report
 - V. Schematic Subdivision Plat
 - ii. Preliminary Plat Review
 - I. Application Form & Fees
 - II. Preliminary Subdivision Plat
 - III. Referral Packet (Plat Amendments only)
 - IV. Development Agreement
 - V. Soils & Geology Report
 - iii. Final Plat Review
 - I. Application Form & Fees
 - II. Final Subdivision Plat
 - III. Subdivision Improvement Plans
 - IV. Development Agreement

V. Covenants, Conditions & Restrictions
VI. Security Agreement

4. Residential Planned Development
 - a. Land Use Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees

D. Non-Structure Improvements

1. Grading & Excavating Permit
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Written Description of Grading & Excavating Activity
 - iii. Engineered Grading Plans
 - iv. Site Restoration & Landscape Plan
 - v. Soil/Geology Report.
 - vi. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - vii. Insurance Information (if work is to be undertaken in the public right of way)
2. Tree Removal Permit
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Tree Removal Site Plan
 - iii. Security Agreement
3. Retaining Wall Approval
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. See Grading & Excavating Permit requirements
4. Landscape Approval
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Site Restoration & Landscaping Plan
5. Sign Permit
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Signage Conceptual Design
 - iii. Construction Documents (if required by International Building Code)

E. New Structure Construction

1. Single Family Residential Building Permit
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Site Plan
 - iii. Design Elevations
 - iv. Written Description of Grading & Excavating Activity
 - v. Engineered Grading Plans
 - vi. Site Restoration & Landscape Plan
 - vii. Soil/Geology Report
 - viii. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - ix. Insurance Information (if work is to be undertaken in the public right of way)
2. Building Permits in All Other Zones
 - a. Land Use Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Site Plan
 - iii. Design Elevations
 - iv. Written Description of Grading & Excavating Activity
 - v. Engineered Grading Plans
 - vi. Site Restoration & Landscape Plan
 - vii. Soil/Geology Report
 - viii. Security Agreement (if bond or security is required pursuant to Chapter 13 of this Title)
 - ix. Insurance Information (if work is to be undertaken in the public right of way)
3. Accessory Structure Building Permit
 - a. Land Use Authority: Planning & Zoning Department (single-family residential), Planning Commission (all other zones)
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Engineered Grading Plan (if structure is being placed on a permanent foundation or if the graded area extends beyond the footprint of the structure)
 - iii. Site Plan
 - iv. Design Elevations
 - v. Restoration & Landscape Plan (if graded area extends beyond the footprint of the structure)
4. Temporary Structure & Tent Permit
 - a. Land Use Authority: Planning & Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Use & General Description
 - iii. Site Plan
 - iv. Structural Information and Calculations
 - v. Building Permit
 - vi. Special Event Permits (if applicable)

vii. Duration

F. Modifying Existing Structures

1. Minor Structure Alteration: Exterior alterations of buildings and premises which do not require a building permit (such as re-siding, painting, replacing roofing). Single-family residential structures are not required to obtain a permit:
 - a. Land Use Authority: Planning and Zoning Department
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Written Description of Proposed Activity
 - iii. Design Elevations
 - iv. Site Restoration & Landscape Plan
2. Major Structure Alteration
 - a. For additions which expand the footprint or structural, mechanical, electrical, and/or plumbing alterations to a single-family residential building see Single Family Residential Building Permit submittal requirements.
 - b. For additions which expand the footprint or structural, mechanical, electrical, and/or plumbing alterations to a structure other than a single-family residential building see submittal requirements for Building Permits in All Other Zones

G. Appeals

1. Variance
 - a. Land Use Authority: Appeal Authority
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Referral Packet
 - iii. Written description showing that the variance request meets all of the conditions justifying a variance stipulated in 9-11-1(C) of this Title and any applicable state statute.
2. Land Use Decision Appeal
 - a. Land Use Authority: Appeal Authority
 - b. Submittal Requirements:
 - i. Written Notice of Appeal (must be submitted to Town Clerk within ten (10) days of the action or decision being appealed)

H. Other Permits & Approvals

1. Burn Permit
 - a. Land Use Authority: Public Safety
 - b. Submittal Requirements:
 - i. Application form
2. Wireless Telecommunications Approval

- a. Land Use Authority: Planning Commission
 - b. Submittal Requirements:
 - i. Application & Fees
 - ii. Master Plan
 - iii. Building Permit
- 3. Development Agreement (incl: Master Planned Development Agreement)
 - a. Land Use Authority: Town Council
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Acknowledgement Letter of Authorization from Owners
 - iii. Narrative Describing Compliance with Applicable Criteria
 - iv. Description of Specific Commitments proposed by the Applicant.
 - v. Draft of Proposed Development Agreement
 - vi. Other Information as Requested by the Town Manager
- 4. Temporary Concrete Batching / Rock Crushing
 - a. Land Use Authority: Town Manager or Designee
 - b. Submittal Requirements:
 - i. Application Form & Fees
 - ii. Site Plan
 - iii. Agent authorization
 - iv. List & Quantity of Materials to be Stored
 - v. List of Equipment
 - vi. Written Explanation of Mitigation for Noise, Dust, Smell, Safety, and other Nuisances
 - vii. Source of Water Location
 - viii. Restroom Facilities
 - ix. Insurance & Bond Information
 - x. Town Indemnification Agreement
 - xi. Storm Drain & Erosion Control Plan
 - xii. Site Restoration Plan
 - xiii. Other Information as Requested by the Town Manager

Ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

9-4-2: SUBMITTAL DESCRIPTIONS:

A. Application Form And Fees:

1. The application form and associated instructions for each specific action may be obtained from the Planning and Zoning Department. (ord. 15-004, 4-28-2015, amd ord. 22-010 9-27-22)
2. Each application shall be accompanied by the applicable fee payment as outlined in the Town's Consolidated Fee Schedule. (amd. ord. 15-004, 4-28-2015, amd. ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

3. Each application must be submitted to the Planning and Zoning Department by one o'clock (1:00) P.M., two (2) weeks (14 days) prior to the meeting of the Appeal Authority, Planning Commission or Town Council at which action is requested. Whenever notice to adjoining property owners or the public is required (as set forth in 9-1-8 of this title) applications shall be submitted by one o'clock (1:00) P.M. three (3) weeks (21) days prior to the meeting at which the action will be reviewed. (ord. 08-016, 8-12-2008; amd. ord. 22-010, 9-27-22).
4. The Planning and Zoning Department will review the application packet prior to the meeting and determine if all information is complete and accurate. If the application is incomplete, the Planning and Zoning Department shall inform the applicant of the deficiencies and shall determine if the application shall be removed from the meeting agenda or forwarded to the recommending body or Land Use Authority with an explanation of the deficiencies. Items removed from the meeting agenda shall remain tabled until all required information is submitted by the applicant. (amd. ord. 24-014, 10-8-24).
5. The Planning and Zoning Department may modify the application form and associated instructions as needed to clarify the approval process as long as it does not violate the provisions of this title.

B. **Covenants, Conditions And Restrictions:** Covenants, conditions and restrictions (CC&Rs) shall be required for all subdivisions where common elements are shared by two (2) or more owners of the subdivision. CC&Rs shall include by reference the landscaping requirements outlined in this title and the minimum design guidelines and standards as adopted by the Town Council by ordinance in addition to other conditions or restrictions as determined by the applicant. (amd. ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24).

C. **Design Elevations:** The applicant will provide clear and precise plans that display the applicant's name, property address, and phone number as well as the preparer's company name, address, and phone number. A north arrow scale in addition to the following information shall be illustrated on the plans:

1. Illustrations of exterior structure designs
2. Building heights and roof pitches
3. Architectural styling details
 - a. Samples or pictures of proposed exterior materials, including roof materials, shall be provided, including types and colors.
 - b. A manufacturer's light reflective value (LRV) for metal roofs shall be provided.
 - c. Height of exposed foundations, and
 - d. Type of windows

e. Type and style of exterior lighting

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- D. **Development Agreement:** When applicable, the applicant shall provide a document signed by the applicant prior to the approval of the final plat or building permit that memorializes the obligations, commitments, and representations made by the proponent in review meetings, as well as any conditions of approval. All minutes of public review sessions are incorporated into the development agreement by reference. (amd. ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- E. **Development Report; Statement Of Interest:** A development report shall be provided by the applicant that includes:

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

(amd. ord. 22-010, 9-27-22)

- F. **Engineered Grading Plans:** The applicant will provide professionally designed and stamped plans by a licensed professional qualified to perform such work in the state of Utah that illustrates the following:

1. Existing conditions of the site, including:
 - a. Topography and vegetation
 - b. Previously disturbed areas
 - c. Areas showing signs of, or which have a history of landslide or erosion
2. Proposed areas of disturbance
3. Existing and proposed surface drainage flow patterns
4. Location of existing and proposed utilities

5. Proposed cuts with slope measurements and heights
6. Proposed retaining walls with heights and lengths
 - a. Plans shall clearly show any tiering of walls with heights of each tier; and
 - b. Notes describing materials to be used for retaining walls.
7. Proposed storm drainage infrastructure
8. The engineered grading plans will display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A north arrow, and scale shall be included.

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- G. **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. A north arrow scale in addition to the following information shall be provided:

1. Site boundaries with dimensions
2. Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
3. Existing topography, with slopes over ten percent (10%), twenty-five percent (25%) and forty percent (40%) identified.
4. Existing vegetation, trees, or groupings of trees
5. Existing roads and rights-of-way, including names, grades, and travel lane widths.
6. Existing utilities by type, including location and dimension of easement(s).
7. Existing emergency access, fire lanes and fire hydrants
8. Footprint of existing structures with their uses indicated, and
9. Existing drainage systems (natural or improved)

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- H. **Final Subdivision Plat or Final Amended Subdivision Plat:** The applicant will provide a plat which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A north arrow scale in addition to the following information shall be provided:

1. Site boundaries with dimensions

2. Protection area boundaries (i.e. wetlands, spring/well protection, flood plains, etc.)
3. Proposed topography, with slopes over ten percent (10%), twenty-five (25%) and forty percent (40%) identified
4. Proposed roads and rights-of-way, including names, grades, and travel lane widths
5. Proposed utilities by type, including location and dimension of easement(s)
6. Proposed cut/fills
7. Proposed drainage system including location and dimensions of easement(s)
8. Proposed emergency access, fire lanes, and hydrants
9. Typical cross-sections of roads, curbs, gutters, and sidewalks
10. Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified.
11. Subdivision improvements plans and elevations with general dimensions
12. Designation of snow storage areas
13. Final plat data to include:
 - a. Calculation and traverse sheets giving bearings, distances, and coordinates of the boundary of the subdivision and blocks and lots as shown on the final plat.
 - b. Design data, assumptions, and computation in accordance with sound engineering practice, along with a plan, section, and profile sheets for all public improvements
 - c. Details of exterior masonry or concrete walls, to demonstrate compliance with design standards, including elevations, and material samples showing textures and color.
 - d. The words "Street", "Avenue", "Road", "Drive", "Court", or other designation of any street shall be spelled out in full on the plat and shall be subject to approval by the Land Use Authority.
14. Waterway or floodplain setbacks

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- I. **Improvement Plan (Subdivisions):** The applicant will provide plans to complete all required improvements as a condition of subdivision approval. The applicant may also be required to post a completion assurance. Improvement plans may include studies, reports, and engineering drawings, as applicable. (ord. 24-014, 10-8-24)

- J. **Insurance Information:** For any work undertaken by a private contractor in a Town right-of-way or involving connection to the Town's sewer or water systems, a copy of the contractor's insurance policy showing the following will be provided.

1. \$1,000,000 minimum coverage, and
2. Brian Head Town named as additional insured.

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- K. **Preliminary Subdivision Plat:** The applicant will provide a schematic plat that displays the applicant's name, property address, and phone number as well as the preparer's company name, address, and phone number. A north arrow scale in addition to the following information shall be included:

1. Site boundaries with dimensions
2. Protection area boundaries (i.e. wetlands, spring/well protection, flood plains, etc.)
3. Existing and proposed topography, with slopes over ten percent (10%), twenty-five percent (25%) and forty percent (40%) identified.
4. Existing and proposed roads and rights-of-way, including names, grades, and travel lane widths.
5. Existing and proposed utilities by type, including location and dimensions of easement(s).
6. Proposed cut/fills.
7. Proposed drainage system(s) including location and dimensions of easements
8. Proposed emergency access, fire lanes, and hydrants.
9. Typical cross-sections of roads, curbs, gutters, and sidewalks
10. Layout of lots with lot sizes, setbacks, buildable areas, and lot numbers shown with phases identified.
11. Preliminary construction plans and elevations with general dimensions
12. Designation of snow storage areas, and
13. Waterway or floodplain setbacks.

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- L. **Referral Packet:** A packet containing mailing labels addressed to and a map identifying the owners, (including condominium owners), of abutting properties located partly or entirely within three hundred feet (300') of any boundary of the property subject to the application. Mailing labels will be prepared using current mailing addresses available at the County Recorder's office. (amd. ord. 22-010, 9-27-22).
- M. **Schematic (Concept) Subdivision Plat:** The applicant will provide a schematic (concept) plat which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number. A north arrow scale in addition to the following information shall be provided:
1. Site boundaries with dimensions
 2. Protection area boundaries (i.e. wetlands, spring/well protection, flood plains, etc.)
 3. Existing roads and rights-of-way, including names, grades, and travel lane widths
 4. Simplified layout of proposed lots or units with approximate dimensions
 5. Approximate location and dimensions of proposed utility easements (with type indicated) and proposed roads or rights-of-way, and
 6. Approximate location of primary and secondary emergency access and fire lanes.
- N. **Security Agreement:** As required under [Chapter 13 of this title, the applicant shall enter into a security agreement that memorializes the terms and type of security \(such as a bond, letter of credit, or escrow account\) to guarantee the timely completion of site improvements that are the obligation of the applicant.](#) (amd. ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)
- O. **Signage Conceptual Design:** The applicant will provide a plan illustrating the following:
1. Location, type, and purpose of each proposed sign.
 2. Dimensions, materials, and colors of each proposed sign
 3. Proposed lighting for the sign
 4. Distance from property lines to proposed signs; and
 5. If the sign is to be permanent or temporary in nature, and if temporary, indicate the dates the signage will be employed.
- (ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

P. **Site Plan:** The applicant will provide clear and precise site plan(s) that display the applicant's name, property address, and phone number as well as the preparer's company name, address, and phone number. A north arrow scale in addition to the following information shall be provided:

1. Lot boundaries with dimensions and lot size.
2. Adjacent roads, including names and rights-of-way.
3. Existing vegetation, trees, or grouping of trees.
4. Existing utilities and proposed utilities
5. Existing drainage and proposed drainage.
6. Footprint of existing structures, with their uses indicated.
7. Footprint and square footage of proposed structures, with their proposed uses indicated.
8. Setbacks
9. Percentage of building footprint coverage
10. Percentage of lot which will be undisturbed.
11. Designation of snow storage areas
12. Driveway width and slope; and
13. Number of parking spaces

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

Q. **Site Restoration and Landscaping Plan:** The applicant will provide a site restoration and landscaping plan illustrating the following:

1. All disturbed, undisturbed, and landscaped areas.
2. Locations of walls, walkways, patios, fences, trees, and other vegetation including:
 - a. Descriptions of materials proposed to be used; and
 - b. Specification of species, variety, number and size of trees and shrubs
3. Description of restoration measures for remaining disturbed areas, including xeriscape and reseeded

(ord. 22-010, 9-27-22 amd. ord. 24-014, 10-8-24)

R. **Soil/Geology Report:** The applicant shall provide:

1. A report of subsurface investigation based upon adequate test borings, excavations and geologic evaluations prepared by a geological/engineering firm specializing in soil mechanics and registered to perform such work by the state. Excavations and/or borings shall be located on the proposed building pad. Reduced cost shall not be justification for more distant convenient locations. (amd ord. 22-010, 9-27-22)
2. Additional soil/geologic investigations may be required if the report indicates the presence of conditions that, if not corrected or adequately addressed through design, could lead to structural damage or premature deterioration of the building or damage to surrounding improvements, whether public or private, or damage to surrounding lots. Such conditions may include, but not be limited to: (amd. ord. 15-004, 4-28-2015)
 - a. Expansive soils;
 - b. High water table;
 - c. Soluble mineral veins;
 - d. Slope instability;
 - e. Buried slides;
 - f. Buried stream channels;
 - g. Fault zones; or
 - h. Sand.
3. The investigation shall include visual appraisal of adjacent lots for surface geologic/topographic conditions which could threaten the proposed building site.
4. The soil/geologic report shall also:
 - a. Recommend corrective action or building design specifications intended to prevent potential dangers found in the investigation.
 - b. State whether the site is buildable or unbuildable because of any potentially threatening conditions which are not economically or technically correctable or avoidable by currently known building practices and codes. (e.g., existence of an active or inactive deeply buried landslide, etc.).(amd. ord. 24-014, 10-8-24)

S. Surveyors Certificate & Legal Description:

1. A Surveyors Certificate is prepared by a registered surveyor licensed to perform such work in the State and should be in a form substantially similar to the following:
 - a. SURVEYOR'S CERTIFICATE:
 - i. (NAME OF PROFESSIONAL LAND SURVEYOR) do hereby certify that I am a Professional Land Surveyor, and that I hold License No. (INSERT LICENSE NUMBER) in accordance with Title 58, Chapter 22, of the Professional Engineers and Land Surveyors Act. I further certify that by

authority of the owners I have completed a survey of the property described on this subdivision plat in accordance with Section 17-23-17, have verified all measurements, and have subdivided said tract of land into lots and streets, together with easements, hereafter to be know as (INSERT NAME OF SUBDIVISION, INCLUDING PHASE NUMBER, IF APPLICABLE). And that the same has been correctly surveyed and monumented on the ground as shown on this plat.

2. Legal descriptions prepared by the registered surveyor shall depict the locations and dimensions of improvements, structures and buildings on the lands, including encroachments, registered charges, and other property information typical of survey certificates.

(ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- T. **Title Report:** A title report must be prepared by a title company or other entity bonded to ensure the accuracy of the title information for all associated parcels or lots within the proposed subdivision boundary. Title reports must be dated no more than thirty (30) days prior to its submission to the Town and shall indicate all easements, restrictions, covenants and reservations of record. (amd. ord. 15-004, 4-28-2015, amd. ord. 22-010, 9-27-22, amd. ord. 24-014, 10-8-24)

- U. **Tree Removal Site Plan:** The application will provide a site plan illustrating the following:

1. Specific location of all trees to be removed.
2. Plan for tree removal and disposal from the property.

(ord. 22-010, 9-27-22)

- V. **Written Description of the Proposed Grading Activity:** The applicant will provide a clear written description of the following:

1. The grading, excavating, trenching, and clearing being proposed.
2. Time frame in which the work will be completed.
3. Equipment that will be used to conduct the operation.
4. Quantities to be removed from or brought to the site.
5. Plan for storage and disposal of materials.

6. Measures the applicant will take to mitigate erosion, noise, dust, smell, safety concerns and other potential nuisances during construction.
(ord. 22-010, 9-27-22)

W. **Written Notice of Appeal:** See 9-3-2(G) of this title for a description.
(ord. 22-020, 9-27-22)