

A close-up photograph of a person's hand pointing at architectural blueprints on a desk. Another hand is holding a pen over the plans. A laptop is visible in the background, and the scene is lit with warm, golden light. A semi-transparent green box is overlaid on the left side of the image, containing text.

Site Plan and Subdivision Reviews

Utah APA Conference

Spring 2026

Levi Roberts

Marcus Wager

Overview



Principles for approaching Site Plan and Subdivision Reviews.



Steps to the process



Example requirements, processes and projects



A site plan review exercise (with incentive!)

He only had one job



Fundamental Principles for Reviews

- Keep a Big Picture Mindset
 - What does your City care about most? (Public Safety, Long-term maintenance, economics)
- Know and Apply your Code Effectively
- Know your Plans and Implement them with New Development
 - Requires appropriate codes to make plans actionable.
- Multiple Eyes and Perspectives are Valuable
 - Expertise from planning, engineering, design, public safety

Steps to the Process

Determine completeness of application

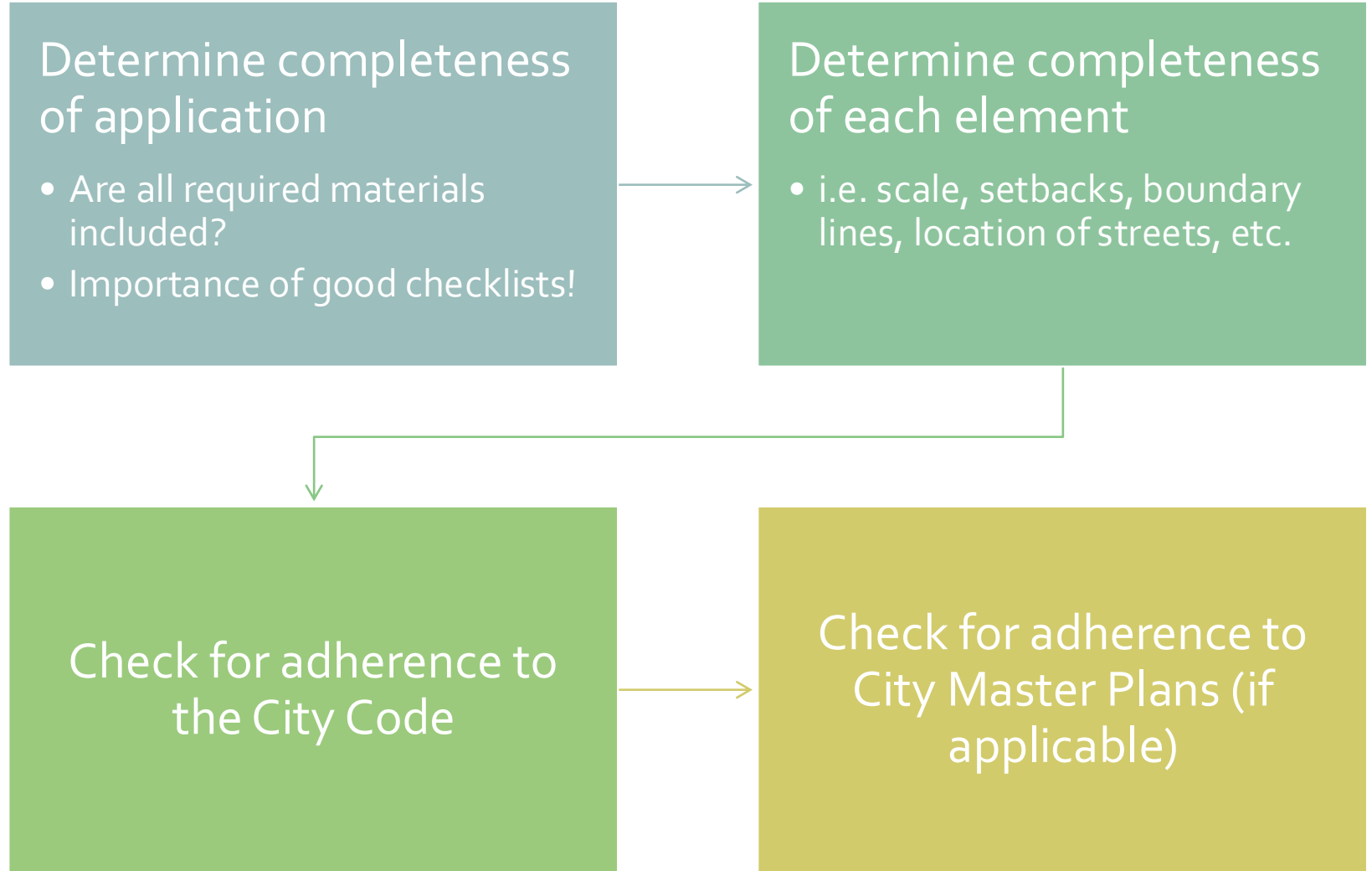
- Are all required materials included?
- Importance of good checklists!

Determine completeness of each element

- i.e. scale, setbacks, boundary lines, location of streets, etc.

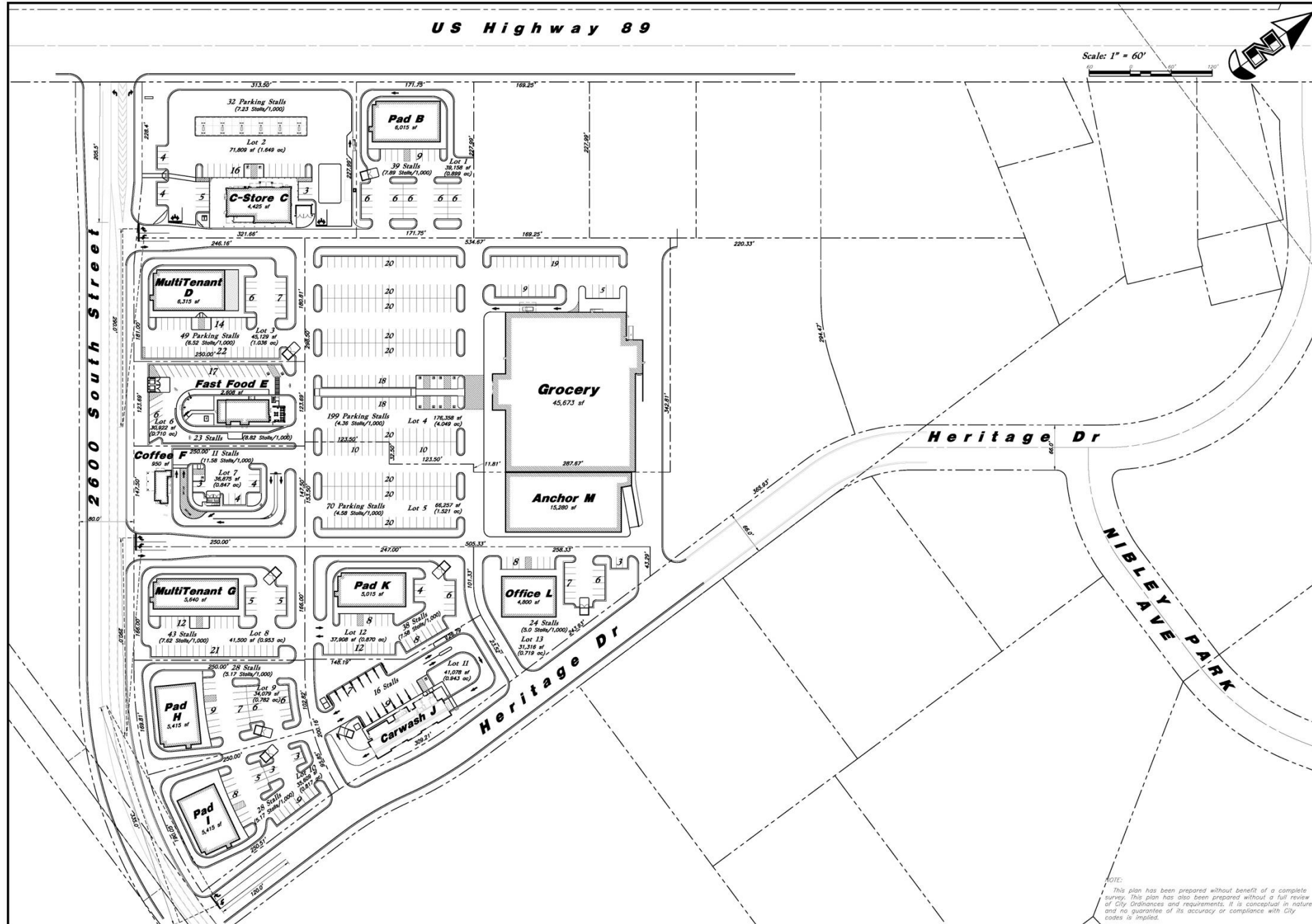
Check for adherence to the City Code

Check for adherence to City Master Plans (if applicable)



US Highway 89

Scale: 1" = 60'



Designed by: SY
Created by: DC
Client Name:
Bill Cassell
21-144 CSP-G



Conceptual Site Plan

Nibley Utah

US Highway 89 & 2600 South Street
Nibley, Utah

18 Jan, 2024

SHEET NO.

G

NOTE:
This plan has been prepared without benefit of a complete survey. This plan has also been prepared without a full review of City Ordinances and requirements. It is conceptual in nature and no guarantee of its accuracy or compliance with city codes is implied.

Nibley City Master Street Plan



Update 3-25-2021

Legend

Nibley Municipal Boundary 2020

Road Classification

Principal Arterial

Minor Arterial

Collector

Local

*Future Minor Arterial

*Future Collector

*Future Local

Rail Road

Rail Road Crossings

Existing

Proposed

Stop Lights

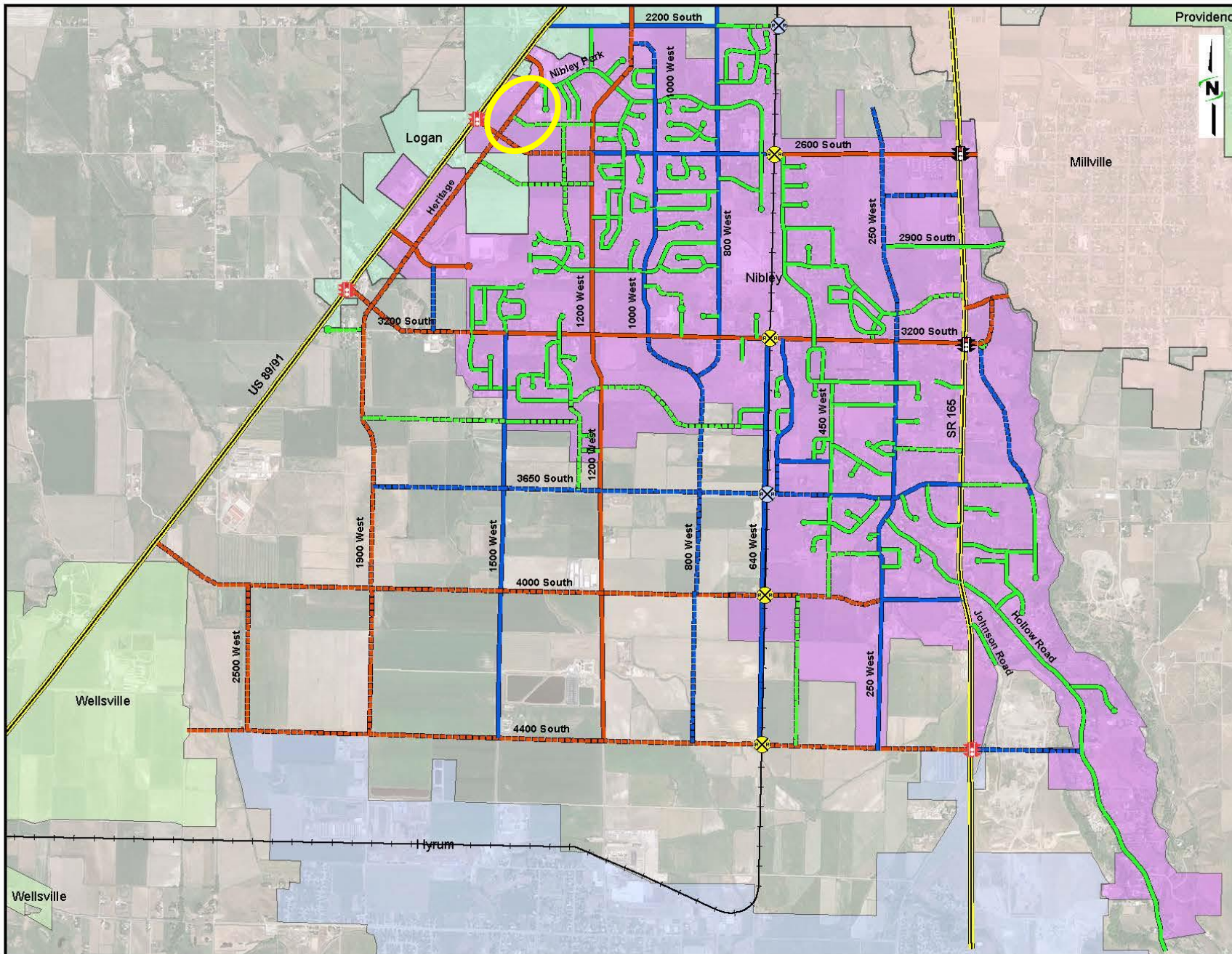
Existing

Proposed

* Future streets are conceptual and show general connections. Side treatments and landscaping determined at final design.



J-U-B ENGINEERS, INC.

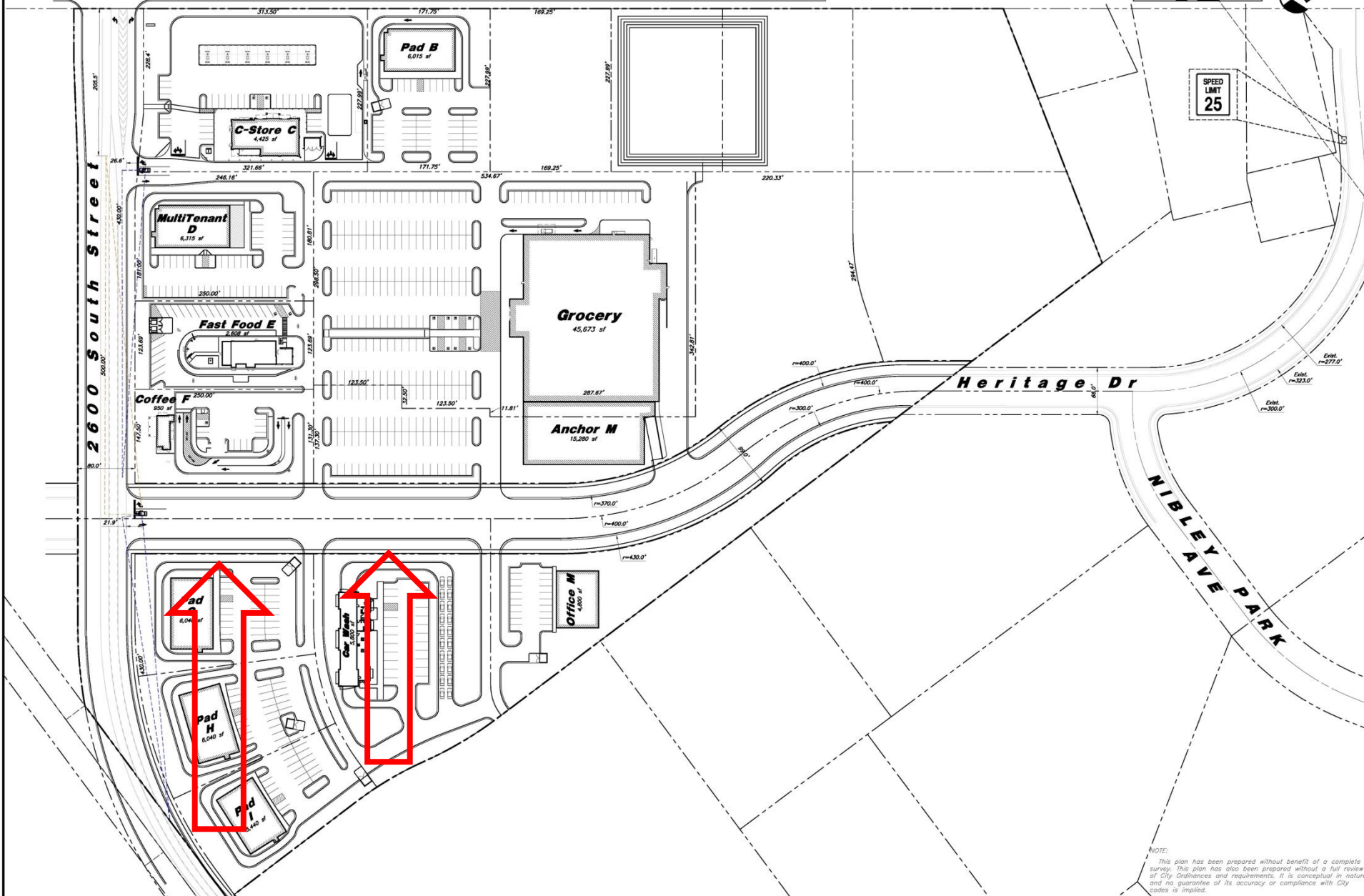


US Highway 89

Scale: 1" = 60'



SPEED LIMIT 25



Designed by: SY
Drafted by: SR
Client Name:
Bill Caspell

21-144 CSP-N



Conceptual Site Plan
Nibley Utah
US Highway 89 & 2600 South Street
Nibley, Utah

8 Feb, 2024

SHEET NO.
H

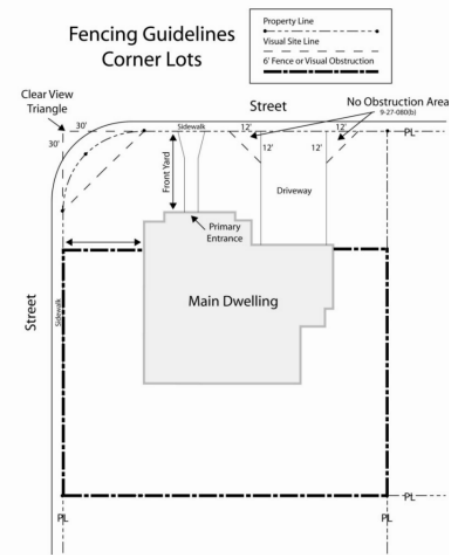
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Plain Language

- The primary goal of interpretation is “to give effect to the legislative intent, as evidenced by the plain language, in light of the purpose the [ordinance] was meant to achieve.” (Advisory Opinion 292, Utah Office of the Property Rights Ombudsman)
- Vague land use regulations that limit property rights must be construed in favor of the property owner. (so be specific!)
- Include clear definitions!
- Fix text that is open to interpretation!

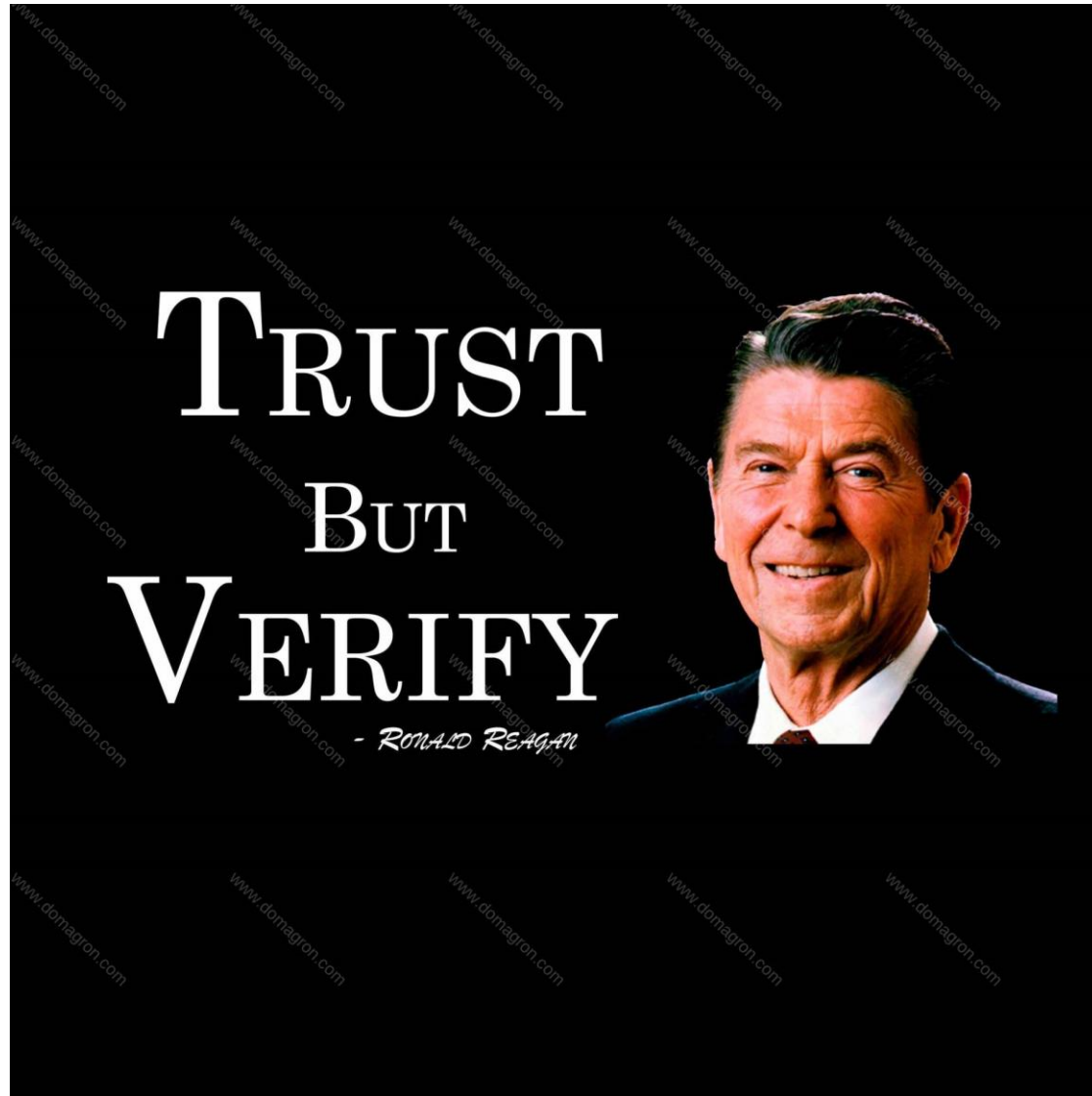
But wait,
there's a
conflict!

- Typical City Code provision: "Wherever the requirements vary with any other provision, the most restrictive shall govern."
- Example
 - In all zones, no obstruction to public or private street views in excess of two feet in height above road grade shall be placed on any corner lot within a triangular area formed by the streets at property line and a line connecting them at points **25** feet from the intersection of the street right-of-way lines, except a reasonable number of trees pruned appropriately to permit automobile drivers an unobstructed view. (NCC 19.24.110)
 - No fences in excess of four feet (4') shall be placed on any corner lot within a triangular area formed by the intersecting points of the street **40** feet from the intersection of the streets or roadway, except trees pruned appropriately to permit automobile drivers an unobstructed view. (NCC 19.24.090(C)(1)(a))



Any Code
Violations?....Nope





TRUST that applicants have not read your code or don't understand it...

VERIFY that applicants address all of your comments prior to approval

BOX ELDER COUNTY

Subdivisions, Site Plans, and Conditional Use Permits

SUBDIVISION

- Section 6-1-120: Small Subdivision
 - 1. Complete Application: An application for a land use approval is considered complete when:
 - a. The application is provided in a form that complies with the requirements of applicable ordinances;
 - b. A survey plat is submitted
 - c. All applicable fees have been paid;
 - d. Will-serve letters from the power, gas, and water companies (the water will-serve letter shall contain the project name, address of project, and number of lots for the proposed project) have been submitted;
 - e. A Bear River Health Department Letter of Feasibility is submitted; and
 - f. A current title report has been submitted.
 - The County Community Development staff shall review the application and determine if it is a complete submittal and if determined to not be complete, provide communication that describes the missing information or inadequate nature of the information submitted.

SUBDIVISION

- 6-1-130: Large Subdivision Preliminary Plat
 - The subdivider of a subdivision shall file an application for preliminary plat approval with the County Community Development Department on a form prescribed by the County, together with an electronic pdf of the preliminary plat and an electronic pdf of all other information submitted, along with the Bear River Health Department Feasibility Letter, and Will-Serve Letter for Power, Gas, and Water (water will-serve letter shall contain the project name, address of project, and number of lots of project) – this constitutes a complete application.

SUBDIVISION

- 6-1-140: Large Subdivision Final Plat
 - The subdivider shall file an application for final plat approval with the County Community Development Department on a form prescribed by the County, together with one (1) pdf copy of the proposed final plat, one (1) pdf copy of the construction drawings, and a current title report. At the same time, the subdivider shall pay to the County the application fee for the subdivision as set forth in the Fee Schedule. This constitutes a complete application.

Subdivision Review

- Development Review Committee
 - Fire Marshal; Roads Supervisor; County Engineer; County GIS; County Building Department; County Surveyor; County Planning Department.
- Small Subdivision Review:
 - DRC review and approval – 4 cycles of review possible
- Preliminary Plat Review:
 - DRC review and Planning Commission approval – 1 cycle of review
- Final Plat Review:
 - DRC review and approval – 3 cycles of review



FOUND WEST QUARTER CORNER
SECTION 9, T.8N., R.18W., S.18M.
FOUND REBAR & CAP



FOUND NORTH QUARTER CORNER
SECTION 9, T.8N., R.18W., S.18M.
FOUND STONE MONUMENT

FOUND SOUTHWEST CORNER
SECTION 9, T.8N., R.18W., S.18M.
FOUND STONE MONUMENT

FOUND SOUTH QUARTER CORNER
SECTION 9, T.8N., R.18W., S.18M.
FOUND STONE MONUMENT

LINE LEGEND

- PROPERTY BOUNDARY LINE
- - - - - EASEMENT LINE (AS DESCRIBED)
- SECTION LINE
- ◆ FOUND EXISTING SECTION CORNER (AS DESCRIBED)
- SET PROPERTY CORNER (5/8" REBAR & CAP MARKED WILSON AND COMPANY) (UNLESS OTHERWISE NOTED)

POINT OF BEGINNING
ACCESS EASEMENT DESCRIPTION

STATE HIGHWAY 30 (SR-30)

SURVEYOR'S CERTIFICATE

I, BRUCE A. WILLIAMS, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, HOLDING LICENSE NUMBER 368301 IN ACCORDANCE WITH UTAH CODE 86-22. I FURTHER CERTIFY THAT BY THE AUTHORITY OF THE OWNERS, I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH 17-23-17, HAVE VERIFIED ALL MEASUREMENTS, AND WILL PLACE MONUMENTS AS REPRESENTED ON THE PLAT.

BOUNDARY DESCRIPTION

S/2 SW/4 SW/4 & S/2 W/2 SE/4 SW/4 SEC 09 T08N R18W S18M CONT 30 AC M/A.

NARRATIVE:

THIS SURVEY WAS PERFORMED AT THE REQUEST OF FRED COX FOR THE PURPOSE OF PROVIDING A ONE LOT SUBDIVISION FOR THE PROPERTY SHOWN AND DESCRIBED HEREON. THE CONTROL USED TO ESTABLISH THE PROPERTY CORNERS WAS THE EXISTING BOX ELDER COUNTY SURVEY MONUMENTATION SURROUNDING SECTION 9, 18N, R18W, S18M.

THE BASIS OF BEARING FOR THIS SURVEY IS S 87°52'44" E BETWEEN THE FOUND STONE FOR THE SOUTHWEST CORNER OF SECTION 9, AND THE FOUND STONE FOR THE SOUTH QUARTER CORNER OF SECTION 9, BOTH IN 18N, R18W, S18M.

OWNER'S DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT I, THE UNDERSIGNED OWNER OF THE ABOVE DESCRIBED TRACT OF LAND HAVING CAUSED THE SAME TO BE SUBDIVIDED INTO A LOT AS SHOWN ON THIS PLAT AND NAME SAID TRACT

FRED COX SUBDIVISION

THIS _____ DAY OF _____, 2025

FRED COX

ACKNOWLEDGMENT:

STATE OF UTAH)
)
COUNTY OF _____)

ON THIS _____ DAY OF _____, 2025, PERSONALLY APPEARED BEFORE ME, FRED COX, WHO BEING BY ME DULY SWORN DID SAY AND ACKNOWLEDGE THAT HE IS THE OWNER OF THE PROPERTY SHOWN HEREON, AND THAT HE EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES HEREON STATED.

STATE OF UTAH NOTARY PUBLIC _____
COMMISSION NUMBER _____
PRINTED NOTARY NAME _____
MY COMMISSION EXPIRES _____

STARDUST RANCH SUBDIVISION

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 8 NORTH, RANGE 18, WEST, SALT LAKE BASE & MERIDIAN, BOX ELDER COUNTY, UTAH

SHEET NO.
01 OF 01

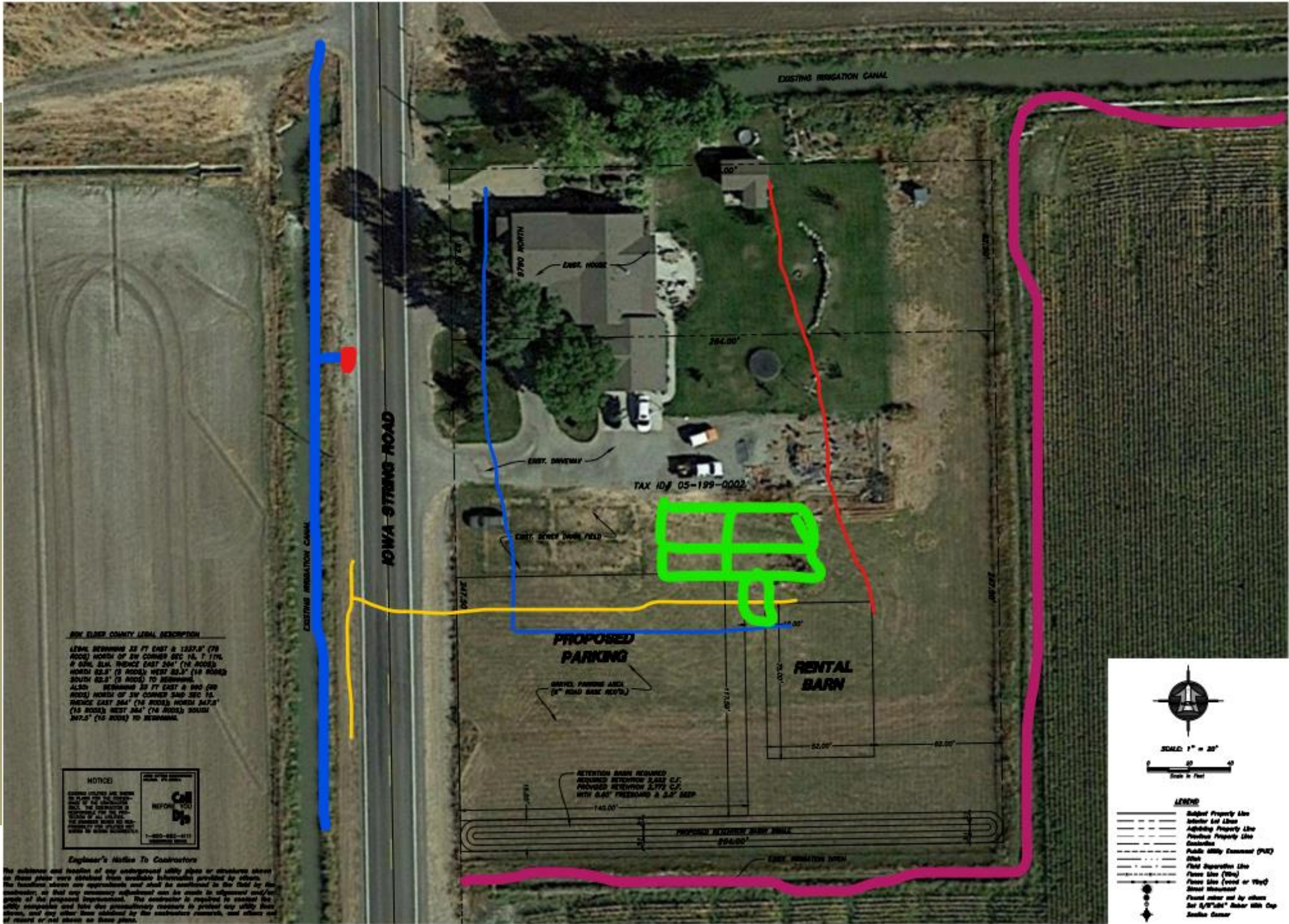
 10813 South River Front Parkway Suite 475 South Jordan, UT 84095 Phone: 801-286-3164	BEAR RIVER DISTRICT HEALTH DEPT. APPROVAL WASTE DISPOSAL SYSTEM & CULINARY WATER SYSTEM APPROVAL THIS _____ DAY OF _____, 2025. DISTRICT SANITARIAN _____	APPROVAL AND ACCEPTANCE PRESENTED TO THE BOX ELDER COUNTY COMMISSION THIS _____ DAY OF _____, A.D. 2025, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED. ATTEST: _____ CLERK CHAIRMAN	APPROVAL AS TO FORM WAAPPROVED AS TO FORM THIS _____ DAY OF _____, A.D. 2025. ATTORNEY _____	COUNTY RECORDER'S NO. _____ STATE OF UTAH, COUNTY OF BOX ELDER, RECORDED AND FILED AT THE REQUEST OF _____, DATE _____ TIME _____ FEE _____ ABSTRACTED _____ INDEX _____ FILED IN _____ FILE OF PLAT _____ COUNTY RECORDER _____	COUNTY SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT THE BOX ELDER COUNTY SURVEYOR'S OFFICE HAS REVIEWED THIS PLAT FOR MATHEMATICAL CORRECTNESS, SECTION CORNER DATA, AND FOR HARMONY WITH LINES AND MONUMENTS ON RECORD IN COUNTY OFFICES. THE APPROVAL OF THIS PLAT BY THE BOX ELDER COUNTY SURVEYOR DOES NOT RELIEVE THE LICENSED LAND SURVEYOR WHO EXECUTED THIS PLAT FROM THE RESPONSIBILITIES AND/OR LIABILITIES ASSOCIATED THEREWITH. COUNTY SURVEYOR _____ DATE _____
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SITE PLAN

- Section 2-2-120: Site Plan Review
 - Site
 - Grading and Drainage Plan
 - Utility Plan
 - Building Elevations
 - Unusual Soil or Vegetation
 - Any agreements regarding storm drainage or other pertinent matters

SITE PLAN REVIEW

- Fire Marshal
- Roads Supervisor
- County Engineer
- County Building Department
- County Surveyor
- Planning Department
- Approval by Planning Commission



HOW ELDER COUNTY LEGAL DESCRIPTION

LEGAL BEGINNING 33 FT EAST & 1337.8' (1/4 ROAD) NORTH OF SW CORNER SEC 16, T 17N, R 02W, S14. THENCE EAST 254' (1/4 ROAD); NORTH 82.5' (1/4 ROAD); WEST 82.5' (1/4 ROAD); SOUTH 82.5' (1/4 ROAD) TO BEGINNING.

ALSO BEGINNING 33 FT EAST & 990' (1/4 ROAD) NORTH OF SW CORNER S&D SEC 15, THENCE EAST 264' (1/4 ROAD); NORTH 847.8' (1/4 ROAD); WEST 264' (1/4 ROAD); SOUTH 847.8' (1/4 ROAD) TO BEGINNING.

NOTICE

EXISTING UTILITIES ARE SHOWN AS PLANNED BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND DEPTH OF ALL UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES.

1-800-482-4171
www.eldercounty.com

Engineer's Notice To Contractors

The existence and location of any underground utility lines or structures shown in these plans were obtained from available information provided by others. The contractor shall verify the location and depth of all utilities and structures shown on these plans and shall be responsible for any damage to existing utilities and structures. The contractor is required to contact the utility companies and take the necessary measures to protect any utility lines shown, and any other lines indicated by the contractor's research, and inform the owner of any lines shown on these plans.



- LEGEND**
- Subject Property Line
 - - - - - Adjacent Lot Lines
 - - - - - Adjacent Property Line
 - - - - - Frontier Property Line
 - - - - - Contour
 - - - - - Public Utility Easement (PUE)
 - - - - - Easement
 - - - - - Field Separation Line
 - - - - - Fence Line (10x)
 - - - - - Fence Line (Wood or Wire)
 - - - - - Street Intersection
 - - - - - Road Center and by others
 - - - - - Set 8/10" 1/4" Arbor with Cap
 - - - - - Section Center

CONDITIONAL USE PERMIT

- Why are some uses conditional?
- Section 2-2-100: Conditional Use Permit
 - Decreased street service levels and/or traffic patterns including the need for street modifications such as dedicated turn lanes, traffic control devices, safety, street widening, curb, gutter and sidewalks, location of ingress/egress, lot surfacing and design of off-street parking and circulation, loading docks, as well as compliance with off-street parking standards.
 - Negative impacts on the adequacy of utility systems, service delivery, and capacities, including the need for such items as relocating, upgrading, providing additional capacity, or preserving existing systems.

- Negative impacts on connectivity and safety for pedestrians and bicyclists.
- Detrimental effects by the use due to its nature, including noise that exceeds sound levels normally found in residential areas, odors beyond what is normally considered acceptable within the district including such effects as environmental impacts, dust, fumes, smoke, odor, noise, vibrations; chemicals, toxins, pathogens, gasses, heat, light, electromagnetic disturbances, glare, and radiation. Detrimental effects by the use may include hours of operation and the potential to create an attractive nuisance.
- Environmental impacts that increase the risk of contamination of or damage to adjacent properties and injury or sickness to people such as waste disposal, fire safety, geologic hazards such as fault lines, soil or slope conditions, liquefaction potential, site grading/topography, storm drainage/flood control, high ground water, environmental health hazards, or wetlands.

- Modifications to signs and exterior lighting to assure proper integration of the use.
- Incompatible designs in terms of use, scale, intensity, height, mass, setbacks, construction, solar access, landscaping, fencing, screening, and architectural design and exterior detailing/finishes and colors within the neighborhood in which the conditional use will be located.
- Reduction in the tax base and property values.
- Reduction in the current level of economy in governmental expenditures.
- Insufficient emergency fire service and emergency vehicle access as determined by the County Fire Marshall.

- Reduction in usable open space
- Inadequate maintenance of the property and structures in perpetuity including performance measures, compliance reviews, and monitoring.

- Also provisions for
 - Amendments
 - Revocations
 - Expiration

CONDITIONAL USE PERMIT REVIEW

- If it is a simple CUP, staff review with Planning Commission Approval
- If it requires a site plan portion, then all listed on Site Plan Review and Planning Commission Approval

A GAME!!!

- Review application. Check for compliance with Code.
- Electronic Message Display (EMD) Sign
- Zoning is Neighborhood Commercial (C-N)
- Address is 3090 South Main St (Hwy 165)
- First to identify all (or most) deficiencies wins!

EXISTING CONDITIONS



SCOPE OF WORK

REMOVE AND DISPOSE OF EXISTING CABINET. RECIIVE & INSTALL **ONE (1)** D/F PRICE CHANGER CABINET.

PERMITTING INFO

AREA: 28.8 FT² (Rounded to the nearest 0.1 FT²)
METHOD: BOUNDING BOX

ELECTRICAL

POWER AT DISPLAY LOCATION TO BE PROVIDED BY CLIENT.



DESIGN

1605 South Gramercy Rd.
Salt Lake City, UT 84104
801.487.8481

www.yesco.com

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This drawing was created to assist you in visualizing our proposal. The original ideas herein are the property of YESCO LLC. Permission to copy or revise this drawing can only be obtained through a written agreement with YESCO.

The colors shown are only approximated on any computer monitor, inkjet or laser print. The final product may vary slightly in color from your computer monitor or print.

This sign is installed in accordance with the requirements of Article 600 of the National Electrical Code and / or other applicable local codes. This includes proper grounding and bonding of the sign.



Revisions

No.	Date / Description
Org.	02.02.2026
R1	---
R2	---
R3	---
R4	---
R5	---
R6	---
R7	---
R8	---
R9	---

JO #

Approval

A/E Sign / Date

Client Sign / Date

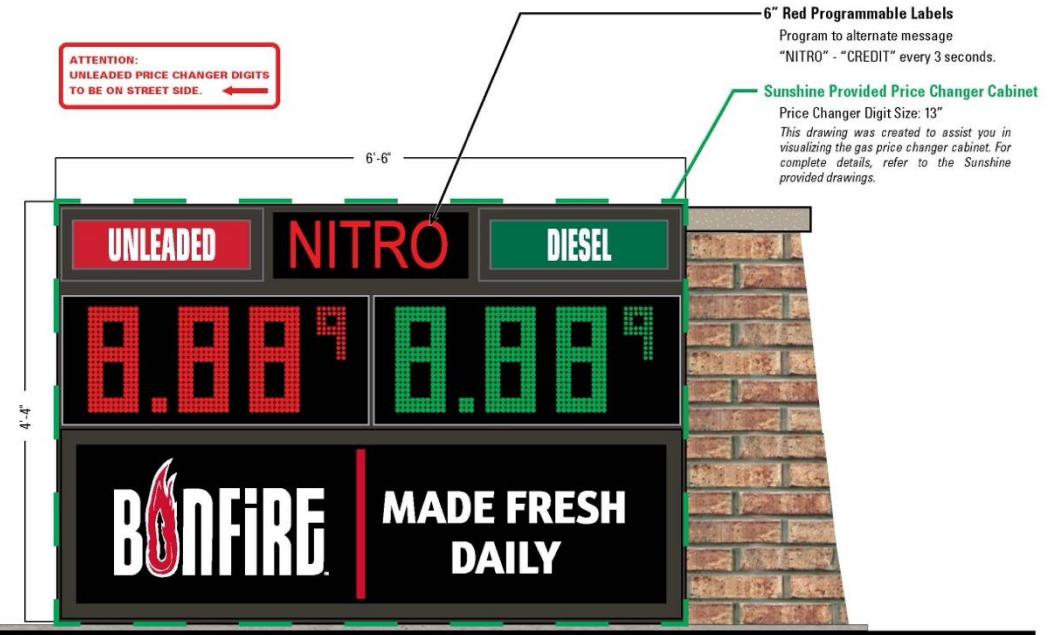
Maverik #368

3090 S Highway 165
Nibley UT 84321-8518

Acct. Exec: Aaron Cain
Designer: Julie Keating

OPY-76694 **R0**

ART 1.0



SIDE VIEW

1 SIGN 01 - NITRO UPDATE
SCALE: 3/4" = 1'-0"

FRONT VIEW

Questions

- What approach did you take to review the application?
- What deficiencies did you find?
 - What was missing or non-compliant?

Deficiencies

- Each scene, message, or advertisement displayed on an EMD shall remain "on" and static for at least **four (4) seconds**.
- The square footage of the sign is **limited to 20 sq ft** on each side. Provide updated design that reduces the square footage below this limit.
- Sign must comply with **brightness/intensity requirements** of NCC 19.24.150(L)(7). Provide details on plan that indicate adherence to these standards.
- Sign must be setback at least 10' from front property line. Provide **setback distance** on plot plan showing adherence to this standard.
- Include **dimensions** of electronic message display portion of sign, showing adherence to Section (L)(7) which limits EMD area to no more than 66% of the sign.

LIGHT OUTPUT

Sunshine Electronic Display's LED illuminated numbers for fuel price displays, motel rate signs and time and temperature units have field adjustable light output such that the signs can be regulated to meet any local or state requirement. Typical fuel signs with full-power and all lights illuminated (8.88) will typically emit 2,200 to 2,400 NITS depending on the size number, digit spacing, spacing between prices, etc. When set to 50% power (common for daylight setting) the light output would be approximately half of the maximum output. Maximum levels (when set at 50%) in the 1,100 to 1,200 NITS would be common in the daytime only when 8.88 is displayed. Assuming that most of the numbers are formulated using 5 of the 7 segments in any numeral, the light output would be 5/7th of those values or 785 to 857 NITS.

EXISTING CONDITIONS



SCOPE OF WORK

REMOVE AND DISPOSE OF EXISTING CABINET. RECEIVE & INSTALL **ONE (1)** D/F PRICE CHANGER CABINET.

PERMITTING INFO

AREA: 20.0 SF² (Rounded to the nearest 0.1 SF)
METHOD: BOUNDING BOX

Digital Sign Area:

NITRO/CREDIT
 22" x 5" = 110 square inches (0.763 SF)
 13" PRICE DIGITS
 33" X 13" X 2 = 858 square inches (5.958 SF)
 Total digital area = 0.762 + 5.958 = 6.721 SF
 6.721 SF / 20 SF = 33.6 % Digital
 = less than 66 % of sign area

ELECTRICAL

POWER AT DISPLAY LOCATION TO BE PROVIDED BY CLIENT.



DESIGN

1605 South Gramercy Rd.
 Salt Lake City, UT 84104
 801.487.8481

www.yesco.com

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R1	03.18.2026 JK
R2	---
R3	---
R4	---
R5	---
R6	---
R7	---
R8	---
R9	---

JO #

Approval

A/E Sign / Date

Client Sign / Date

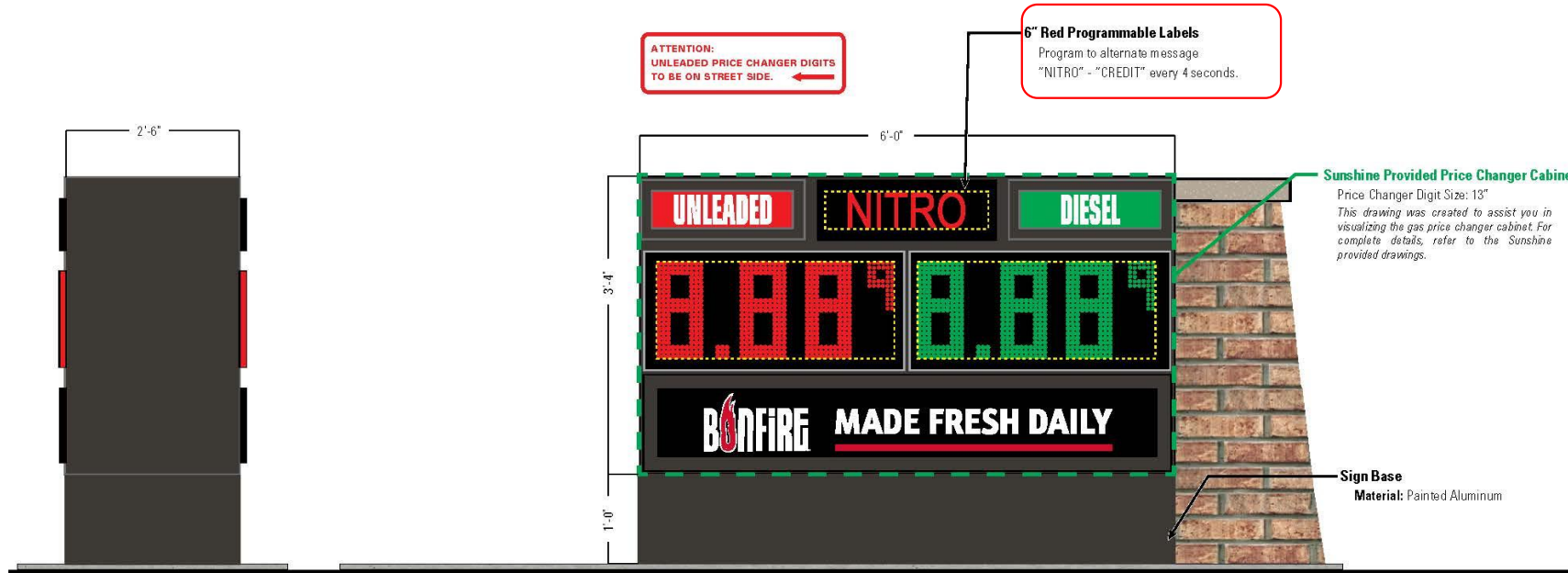
Maverik #368

3090 S Highway 165
 Nibley UT 84321-8518

Acct. Exec: Aaron Cain
 Designer: Julie Keating

OPY-76694 R1

ART 1.0



ATTENTION:
 UNLEADED PRICE CHANGER DIGITS
 TO BE ON STREET SIDE. ←

6" Red Programmable Labels
 Program to alternate message
 "NITRO" - "CREDIT" every 4 seconds.

Sunshine Provided Price Changer Cabinet
 Price Changer Digit Size: 13"
 This drawing was created to assist you in visualizing the gas price changer cabinet. For complete details, refer to the Sunshine provided drawings.

Sign Base
 Material: Painted Aluminum

SIDE VIEW

1 SIGN 01 - NITRO UPDATE
 SCALE: 3/4" = 1'-0"

FRONT VIEW

THANK YOU

Marcus Wager

Box Elder County Sr. Planner

Mwager@boxeldercountyut.gov

Levi Roberts

Nibley City Planner

levir@nibleycity.gov