



Application for a Site Plan Review

Overview:

A site plan is an illustration from a “birds-eye view” of a development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including, vegetation, drainage, flood plain, wetlands and waterways; landscaping and open space; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; buffers, and screening devices; surrounding development; and any other information that reasonably may be acquired in order that an informed decision can be made by the City.

The site plan review process is designed to ensure that any proposed development or land use will comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan.

Application Fee (non-refundable):

Site Plan Review fee: \$200.00

Application Process

Step 1. Contact the Planning Division: Meet informally with a member of the planning staff to discuss your proposal and review the issues, procedures and fees associated with the application.

Step 2. Submit Application: For all CUP/Site Plan Review applications, please submit the following information, ensuring each item is either checked off or marked ‘NA’ if not applicable. For each ‘plan’ submitted, include at least one (1) 11x17 copy (or larger if requested by staff) and a digital PDF. You may submit via email by emailing planning@murray.utah.gov.

Step 3. Department Review: Your application is routed to various City departments for technical review. Planning staff has up to fifteen (15) business days to determine if the application is complete and will obtain payment after it is deemed complete.

Step 4. Planning Commission Meeting (if required): You or an authorized representative **must** attend. The Commission will approve, modify, continue, or deny the request.

Additional Information

Approval: Site Plan Approval is contingent upon compliance with all site improvements and requirements set by City departments. Approval may be revoked if any conditions of approval are violated.

Business Licensing & Site Improvements: All conditions of approval must be fully met and maintained prior to the issuance of a Murray City Business License. Installation of new landscaping, irrigation, or other site improvements in compliance with City standards may be required prior to final approval.

Appeals: Any final written decision may be appealed to the Hearing Officer by submitting a written statement and filing fee within ten (10) days of the decision.

Contact Information:

Address: 10 East 4800 South, Suite 260, Murray, UT 84107

Phone: 801-270-2430

Email: planning@murray.utah.gov

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Updated: July 14th, 2026

***All plans submitted with the application will not be returned to the applicant and are the property of Murray City. ***



APPLICATION SUBMITTAL CHECKLIST

1.____	Completed Application Form (Page 3).
2.____	Property Owner's Affidavit: Property owner's acknowledgment of application that MUST BE NOTARIZED (Page 4).
3.____	Agent Authorization: Required if an agent represents the owner and will attend a public meeting/hearing. MUST BE NOTARIZED (Page 4).
4.____	Narrative: Describe the typical hours, operations, and physical characteristics associated with the proposed use.
5.____	Scaled Site Plan: Must be drawn to a standard engineering or architectural scale and show property lines, entries/exits, parking, existing and proposed buildings, and landscape areas.
6.____	Scaled Floorplans: Include both existing and proposed floor plans. All plans must be prepared to a standard engineering or architectural scale (i.e. 1/8"=1', 1/4"=1', etc.).
7.____	Preliminary Landscape Plan: Must show existing and proposed lawn areas, specific tree/shrub locations, and non-living materials which must comply with Chapter 17.68 and the specific requirements of the property's underlying zone.

Only include items 8-11 if the project involves **NEW BUILDINGS or PHYSICAL SITE IMPROVEMENTS**

8.____	Grading and Drainage Plan: A preliminary plan showing the road/lot layout, topography at two-foot contour intervals, north arrow, subdivision name, and areas of substantial earthmoving with an erosion control plan.
9.____	Utility Plan: A preliminary utility plan showing road/lot layout, north arrow, subdivision name, and all existing/proposed utilities (sewer, water, fire hydrants, storm/subsurface drains, gas, existing power lines, streetlights, and easement dimensions).
10.____	Building Elevations: Must be dimensioned to show an accurate representation of the proposed building, including a summary of building materials. Prepared to a standard engineering or architectural scale.
11.____	Preliminary Landscape Plan: Must show existing and proposed lawn areas, specific tree/shrub locations, and non-living materials which must comply with Chapter 17.68 and the specific requirements of the property's underlying zone. This plan may need to be formalized to receive Planning approval for a building permit.



☐ New Construction ☐ Remodel ☐ Addition ☐ Land Use Change

Project Name:	
Project Address:	
Parcel Identification Number:	
Parcel Area (Acres):	Current Use:
Floor Area (Square Feet):	Proposed Use:
Zoning District:	Land Use Code:

Applicant's Name:
Mailing Address:
Email Address:
Phone Number:

Property Owner's Name:
Mailing Address:
Email Address:
Phone Number:

I have read the overview of the application and understand that site plan approval is strictly contingent upon fully installing and maintaining all required site and landscaping improvements prior to the issuance of a business license.

Date: _____

Office Use Only

Project Number:
Planner Assigned:
Date Accepted:

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signer(s) of the above Affidavit who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described above, do hereby appoint my/our agent _____ to represent me/us with regard to this application affecting the above described real property located within Murray City, and to appear on my/our behalf before any Land Use Authority considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signer(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____