



Application for a Concept Plan Review

Overview:

A concept review is a very basic “birds eye” review of a development plan for one or more lots/parcels on which is shown the proposed conditions of the lot/parcel, including, vegetation, wetlands and waterways; landscaping and open space; walkways; means of ingress and egress; circulation; structures and buildings; buffers, and screening devices; and any other information that reasonably may be acquired in order that informed feedback is given by the City. The concept review process is designed to ensure that any proposed development or land use will generally comply with current city ordinances as well as the goals and objectives stated within the Murray City General Plan. **This application process is not any type of approval and merely provides information to the applicant.**

Application Fee (non-refundable):

Concept Plan Review fee: \$75.00

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 Concept 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 Staff Review Letter: Approximately fifteen (15) business days after the application is sent to be reviewed by Murray City Departments (Step 3) planning staff will issue a Concept Review letter that includes the various city department comments. Please be advised that this letter does not grant any type of approval or permission to proceed without a full review, appropriate approvals, buildings permits and compliance with all applicable city codes.

Additional Information

Non-Binding Clarification: Feedback provided during the Concept Plan Review is strictly advisory and based on preliminary information. A Concept Plan Review Letter does not grant vested rights, create any zoning variances, or guarantee approval of future formal applications, such as Site Plan Review or Design Review.

Voluntary Technical Data: While detailed engineering documents are not mandatory for a Concept Plan Review, applicants are highly encouraged to submit utility, drainage, or elevations to receive thorough and actionable feedback during the review process.

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.____	Conceptual Narrative: Describe the typical hours, operations, and physical characteristics associated with the proposed use.
4.____	Conceptual Site Plan: Must be drawn to a standard engineering or architectural scale and show property lines, entries/exists, parking, existing and proposed buildings, and landscape areas.
5.____	Conceptual 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.).

Items 6-9 are optional but **HIGHLY ENCOURAGED FOR DETAILED FEEDBACK**

6.____	Preliminary 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.
7.____	Preliminary 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).
8.____	Conceptual 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.
9.____	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.



CONCEPT PLAN REVIEW APPLICATION

☐ New Construction ☐ Remodel ☐ Addition ☐ Land Use Change

PROJECT INFORMATION

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

APPLICANT INFORMATION

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

PROPERTY OWNER INFORMATION (If Different)

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

Describe the request or attach narrative:

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Applicant Acknowledgement:

I understand this review is strictly advisory and does not grant land use approval, development rights, building permits, or a business license.

Authorized Signature: _____

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: _____

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