



Application for Design Review

Overview:

Design Review applications are evaluated by the Planning Commission and staff to ensure new developments and major redevelopments comply with city code and establish harmonious urban forms within mixed-use zoning districts.

Please Note: Design Review is required for new construction and redevelopment within mixed-use districts. Projects in the City Center Form Based Code (CC-FBC) must submit a Form Based Code Worksheet and receive a recommendation from the CC-FBC Architectural Review Committee prior to Planning Commission review. Projects in the Murray Central Mixed-Use (MCMU) district must encourage pedestrian-oriented design per Section 17.146.010; however, horizontal developments in the MCMU encompassing 3 acres or more require a Master Site Plan review under Section 17.146.060, which supersedes this application.

Application Fee (non-refundable):

Design Review Fee: \$500

Application Process

Step 1. Contact the Planning Division: Meet informally with planning staff to review project concepts, zoning compliance, ordinances, and procedures.

Step 2. Submit Application: Email your completed form, required checklists, and scalable digital PDFs of all plans to planning@murray.utah.gov.

Step 3. Department & Committee Review: Your application is routed to City departments for technical review. If applicable, the CC-FBC Architectural Review Committee (meeting the last Thursday of every month) will evaluate the project against adopted Design Guidelines and forward a recommendation to the Planning Commission. The applicant or an authorized representative **must** attend.

Step 4. Planning Commission Meeting: The applicant or representative **must** attend the scheduled public meeting where the Planning Commission will vote to approve, modify, continue, or deny the request.

Additional Information

Required Studies: Applicants may be required to provide specialized technical reports (traffic impacts, utility adequacy, school impacts, engineering, or soil/water studies) to render a proper decision.

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, 2025

***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.____	Scaled Floor Plans & Renderings: Labeled existing and proposed layouts indicating commercial square footage, residential unit/bedroom counts, and illustrative renderings.
5.____	Scaled 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.
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.____	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.
8.____	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).
9.____	Building Elevations & Materials: 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.
10.____	Photometric & Signage Plans: Indicating exterior site lighting distributions and conceptual sign locations (<i>signage requires a separate installation permit</i>).



DESIGN REVIEW APPLICATION

☐ MCMU Zone ☐ CMU Zone ☐ VMU Zone ☐ CC-FBC Zone

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 have read the overview of this application and understand that Design Review approval is strictly contingent upon full compliance with architectural plans, landscaping layouts, streetscape features, and design guidelines approved by the City.

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: _____

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: _____