



APPLICATION for CONCEPT PLAN REVIEW

For Office Use Only:	Review Fees: \$10.00 (15-1)
Application Date: _____ Application #: _____	
Staff Review Date: _____	

GENERAL INFORMATION

PROPOSED PROJECT NAME: _____

Project Location: _____ **Utah County Serial #:** _____

Name of Applicant: _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____ Email: _____

Name of Owner(s): _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____ Email: _____

General Description of Project: _____

Current Zoning of the Property (see official zone map): _____

Is a Zone Change necessary for this project? YES _____ NO _____

Requested Zone (if necessary): _____

PURPOSE AND PROCESS OVERVIEW

- All applicants for development approval must first submit a Concept Plan. The Concept Plan will be reviewed by staff and, if deemed necessary, the Planning Commission. *A Concept Plan shall not be considered a land use application and no approvals are required or given. Approval from the appropriate land use authority is required before project implementation and commencement of construction.*
- Submission of a Concept Plan provides an opportunity for the applicant and staff to discuss the project prior to the preparation of detailed project drawings. Items typically addressed on a Concept Plan include land uses, street layout, public facilities, parks, grading, drainage, fire protection, and the provision of adequate public services and utilities. Review of the Concept Plan is intended to assist the applicant in preparing a land use application that is consistent with the adopted land use ordinances and standard specifications of Payson City. It is the applicant's responsibility to obtain a copy of these ordinances and submit a complete application and development proposal that complies with the policies and regulations of Payson City.
- After review of the Concept Plan, the applicant will be advised of any specific changes or additions that may be required in the layout, and the character and extent of required improvements and reservations as a prerequisite to the submission of a land use application. Staff may also advise the applicant, where appropriate, to discuss the proposed development with other agencies who may be affected by the proposed project. For infill development, it is suggested that property owners and residents in the neighborhood be consulted to get their views and concerns on the proposal.

APPLICATION PROCEDURE AND REQUIREMENTS

Submittal Procedure:

- Following submission of a complete Concept Plan application, the Planning & Zoning staff will review the application materials and provide feedback to the applicant regarding the proposal. An incomplete application will not be reviewed.
- If deemed necessary by the Planning & Zoning staff, the Concept Plan may be forwarded to the Development Review Committee (DRC) for review. The applicant is encouraged to attend the DRC meeting.
- Concept Plans requiring revisions will follow the same procedure as above.

Concept Plan Checklist:

Attach all necessary documentation and Concept Plan information requirements as per the following Concept Plan Review Checklist. Missing information may be cause for rejection of the application. These Concept Plan requirements are the minimum, other information may be required by staff.

- (1) _____ At a minimum, the Concept Plan shall be drawn to scale and include the dimensions of the parcel, the proposed use, location of existing and proposed structures, setbacks, existing and proposed utilities, the location of any easements and right-of-ways, existing and/or future access points, and any other details that will assist staff in completing a productive review.
- (2) _____ A written description of the proposed project, all approvals being sought (rezone, subdivision, overlay zone, etc.), and any other information the applicant believes is necessary to present to the staff.
- (3) _____ The applicant shall supply the City with two (2) eleven by seventeen (11x17) inch copies of the Concept Plan **and** an electronic file of all application materials.

NOTE: Please read the Payson City Subdivision and Zoning Ordinances in detail before submitting any type of project application. The applicant should realize that a typical time frame for approval of a major project in Payson City is six months or more, depending on the complexity of the proposed development. A Concept Plan application is only the first step in the development review process.

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application, and all information submitted as a part of this application, is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Payson City Subdivision and Zoning Ordinances and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature _____ Date _____

Title _____