



Payson City

APPLICATION for SUBDIVISION FINAL PLAT APPROVAL

For Office Use Only:	Review Fees: (15-1)	PAID:
Application # _____	Base Fee \$350.00	
Application Date: _____	_____ lots x \$35.00	_____
CC Meeting Date: _____	Total	_____
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	

GENERAL INFORMATION

PROPOSED PROJECT NAME: _____

Project Location: _____ **Subdivision** _____ **PRD** _____ **Overlay** _____

Name of Applicant or Authorized Agent(s): _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____

Name of Owner(s) (if other than applicant): _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____

Owner's Signature of Authorization to file: _____

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

Is a Zone Change necessary for this project? YES _____ (attach a Zone Change Application) NO _____

Requested Zone: _____ Zone Change Application # (if necessary): _____

APPLICATION REQUIREMENTS AND PROCEDURE

Submittal Requirements:

- All applications must contain the following items:
 - _____ Application fee
 - _____ Final Plat (see Final Plat Requirements section of this application)
 - _____ Computer disk which includes a copy of the Final Plat and approved Construction Plans
- Please follow carefully the Final Plat Requirements and Checklist included as part of this Application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plan.

Submittal Procedure:

- All applicants for Final Subdivision approval must first receive approval of a Preliminary Plan.
- All applications submitted for staff review will be reviewed in the order they are received. Following staff review, the application will be placed on the following week's DRC agenda.
- DRC meetings will be held each Thursday starting at 9:00 a.m.
- Revised plans will follow the same procedure as above.
- Applications will be placed on the next available City Council agenda after staff has had adequate time for review.

NOTE: Please read the Payson City Subdivision Ordinance as well as any other pertinent sections of the Payson City Ordinances in detail before submitting any type of Subdivision Application. A Final Plat application requires review and approval by the City Council. To meet scheduling, work load and legal posting requirements, this application must be submitted a minimum of four (4) weeks prior to the City Council meeting date you would like to be scheduled for.

FINAL PLAT REQUIREMENTS

The applicant shall supply the City with three (3) full size copies of the Final Plat, with one of the copies being produced on tracing cloth or reproducible mylar, and fifteen (15) reduced eleven by seventeen (11 x 17) copies. Attach to and/or include with the Final Plat all necessary documentation and Preliminary Plan requirements as per the following Final Plat Checklist. See Section 20.29 of the Payson City Subdivision Ordinance. Missing information may be cause for denial of application and/or Final Plat. These Final Plat requirements are the minimum, other information may be required by the Payson City Ordinances, Staff, Planning Commission or City Council.

Please initial each item as being completed, or put N/A if waived by staff or not applicable to approval process:

- (1) _____ A Final Plat prepared by a registered land surveyor or engineer licensed by the State of Utah in india ink on tracing cloth or reproducible mylar at the same scale as the Preliminary Plan. The applicant shall provide the City with three (3) full size copies of the Final Plat, with one of the copies being produced on tracing cloth or reproducible mylar, and fifteen (15) reduced eleven by seventeen (11 x 17) copies.
- (2) _____ All the requirements of the Preliminary Plan as approved or amended and approved. If approved by the City Engineer, or required by the County Recorder, certain details placed on the Preliminary Plat for review purposes may be eliminated from the Final Plat.
- (3) _____ Owner’s dedication and consent to record as required by applicable State law.
- (4) _____ Signature blocks for endorsement by the Mayor, City Engineer, City Recorder, Attorney, and County Recorder.
- (5) _____ The number of culinary and irrigation water shares transferred into the name of Payson City for the proposed development. No approval of a Final Plat will be issued until sufficient water for the proposed project has been transferred into the name of Payson City.
- (6) _____ All monuments erected, corners, and other points established in the field in their proper places. The monuments shall be made of brass and the legend shall indicate the diameter, length, and weight of the monuments.
- (7) _____ A summary statement of the proposed subdivision including total project acreage, total area of each lot or parcel, the total number of units, acreage of open space, and lane miles of road.
- (8) _____ A preliminary title report covering all the property located within the subdivision prepared or updated within thirty (30) days of the date of recording of the Final Plat.
- (9) _____ A final draft of any subdivision restrictive covenants (CC&R’s) or agreements.
- (10) _____ Evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding and no liens or encumbrances are placed on the property.
- (11) _____ Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site. Including: _____

GUARANTEES

Acceptable guarantees for all required improvements must be posted at the time of application for Final Plat approval to assure their timely and satisfactory completion. The amount of the guarantee shall be equal to one hundred and twenty (120) percent of the estimated cost of the require improvements as determined by the City Engineer.

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 Ordinance 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 also 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 _____

PLEASE NOTE:

*Attendance at the City Council meeting is required by the applicant or a representative.
It is the applicant's responsibility to call for meeting dates and times.
Fee payment is required at time of application submittal.*