



# Payson City

## APPLICATION for SUBDIVISION PRELIMINARY PLAN APPROVAL

<b>For Office Use Only:</b>		PAID:	
Application # _____	Review Fees: (15-1)		
Application Date: _____	Base Fee	\$350.00	
PC Meeting Date: _____	_____ lots x \$40.00	_____	
CC Meeting Date: _____	Total	_____	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		

### GENERAL INFORMATION

**PROPOSED PROJECT NAME:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_ **Subdivision** \_\_\_\_\_ **PRD** \_\_\_\_\_ **Overlay** \_\_\_\_\_

**Utah County Parcel #(s):** \_\_\_\_\_

**Name of Applicant or Authorized Agent(s):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Name of Property Owner(s) (if other than applicant):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Property 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

**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 Preliminary Plan application requires at least two public hearings, one before the Planning Commission and one before the City Council. To meet scheduling, work load and legal posting requirements, this application must be submitted a minimum of five (5) weeks prior to the Planning Commission meeting date you would like to be scheduled for.

#### Submittal Requirements:

- All applications must contain the following items:
  - Application fee
  - Preliminary Plan (see Preliminary Plan Requirements section of this application)
  - Construction Plans (see Construction Plan Requirements section of this application)
  - Adequate Public Facilities Report (see Adequate Public Facilities Requirement section of this application)
  - Stamped addressed envelopes for public notification (see Public Notice Requirements section of this application)
  - One CD with plans and all supporting documents in PDF format

- Please follow carefully the Requirements and Checklists for each item 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 Subdivision approval must first submit an application for Project Concept Plan Review.
- All Preliminary plans and Construction Drawings 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 Planning Commission agenda after staff has had adequate time for review.
- Attendance at Planning Commission and City Council meetings 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.

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**PRELIMINARY PLAN REQUIREMENTS**

*The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and fifteen (15) eleven by seventeen (11 x 17) inch copies of the Preliminary Plan.* Attach to the Preliminary Plan all necessary documentation and preliminary plan requirements as per the following Preliminary Plan Review Process Checklist. See Section 20.28 of the Payson City Subdivision Ordinance. Missing information may be cause for denial of application and/or Preliminary Plan. These Preliminary Plan 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 preliminary site plan prepared by a licensed land surveyor at an engineers’ scale not more than one inch equals one hundred (100) feet, prepared in ink, or pencil and ink, with sheets numbered in sequence if more than one sheet is used.
- (2) \_\_\_\_\_ The date of the map, approximate true north point, scale, and name of the subdivision.
- (3) \_\_\_\_\_ A vicinity map indicating the location of property with respect to surrounding property and streets, the names of all adjoining property owners or the names of adjoining developments, the location and dimensions of all boundary lines of the property expressed in feet and decimals of a foot tied to at least two section corners, and the legal description of the property complete with Township, Range and Section lines. The vicinity map may be reviewed at the time of submission of the Concept Plan.
- (4) \_\_\_\_\_ The location of existing streets, easements, water bodies, rivers, streams, and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Planning Commission.
- (5) \_\_\_\_\_ The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways and easements, and proposed street rights-of-way. The location of all existing fire hydrants within one thousand (1000) feet of the subdivision and all proposed fire hydrants. The City Engineer will require a profile and cross section of all proposed streets.
- (6) \_\_\_\_\_ The location, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, proposed addresses (corner lots should include two addresses), square footage of each lot or parcel, and building setback lines. All lots in each block, including out-lots, open space, retention basins, etc., shall be consecutively numbered.
- (7) \_\_\_\_\_ The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation complete with an acreage tabulation of all open space areas.
- (8) \_\_\_\_\_ The name and address of the owner or owners of land to be subdivided, the name and address of the applicant if other than the owner, and the name of the land surveyor.
- (9) \_\_\_\_\_ Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines which would enable the Engineer to reproduce the lines upon the ground, and the location of all proposed monuments.
- (10) \_\_\_\_\_ Names of all new streets.
- (11) \_\_\_\_\_ Indication of the use of all lots or parcels whether single-family, two-family, multi-family, agricultural, commercial, open space as well as all uses other than those specified that are proposed by the applicant.

- (12) \_\_\_\_\_ All information required by the Planning Commission or staff after review of the Concept Plan.
- (13) \_\_\_\_\_ Explanation of drainage and site easements and reservations and conservation easements, if any.
- (14) \_\_\_\_\_ All utility facilities existing and proposed throughout the subdivision and details for connection to City infrastructure.
- (15) \_\_\_\_\_ A plan designating limits of disturbance or building pads and utilities corridors and connections for each parcel and for subdivision improvements, such as utilities and roads.
- (16) \_\_\_\_\_ A geotechnical report prepared by a licensed geotechnical company.
- (17) \_\_\_\_\_ If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the additional property.
- (18) \_\_\_\_\_ Indication of the nearest location of all public and private utilities.
- (19) \_\_\_\_\_ Appropriate contour lines and an indication of all slopes greater than thirty (30) percent.
- (20) \_\_\_\_\_ A vegetation or re-vegetation plan as required by this Title.
- (21) \_\_\_\_\_ A preliminary title report covering all the property located within the subdivision. The report shall be updated within thirty (30) days of the date of recording of the Final Plat.
- (22) \_\_\_\_\_ A draft of any subdivision restrictive covenants (CC&R's) or agreements.
- (23) \_\_\_\_\_ Written assurance from the public utility companies and improvement districts, if applicable or extended, that necessary utilities will be installed and proof that the applicant has submitted petitions in writing for the creation or extension of any improvement districts as required by the City Council upon Preliminary Plan approval. In order to satisfy these provisions, a letter of recognition from the service provider on their letterhead shall be provided to the City. These utilities include, but are not limited to, Comcast Cable, Qwest, Nebo School District, Qwestar, UTOPIA and the United States Post Office.
- (24) \_\_\_\_\_ If the project is a PRD, the applicant will need to provide detailed information regarding the density bonus the applicant is seeking and the proposed amenities, a landscaping plan for all open space areas, and a phasing plan, if applicable.

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## CONSTRUCTION PLAN REQUIREMENTS

***The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and fifteen (15) eleven by seventeen (11 x 17) inch copies of the Construction Plans.*** Construction plans shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall be the same size as the Preliminary Plan. These requirements are the minimum and other information may be required as the need dictates.

The following list of features is intended to be as complete as possible. However, the applicant is responsible to include all features required by this Title, the Planning Commission, City Council or staff in the construction plans whether included in this list or not. Failure to show any feature required by this Title, the Planning Commission, City Council or staff may result in denial of the plan.

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

- (1) \_\_\_\_\_ Profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred (100) feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- (2) \_\_\_\_\_ The Planning Commission may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross-sections of all proposed streets be shown.
- (3) \_\_\_\_\_ Plans and profiles showing the locations of sidewalks, drainage easements, irrigation ditches, rights-of-way, manholes, and catch basins, street trees, street lights and signs, the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, fire hydrants, connections to any existing or proposed utility systems, and exact location and size of all water, gas, or other underground utilities or structures. All street monuments shall be indicated on the Construction Plans.
- (4) \_\_\_\_\_ Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, swamps, wetlands, buildings,

features noted on the Official Zone Map, point of connection to proposed facilities and utilities within the subdivision, and each tree or group of trees to be preserved. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the City Engineer's or U.S.G.S. datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty (20) feet back from the ordinary high-water mark of such waterways.

- (5) \_\_\_\_\_ Topography at the same scale as the Preliminary Plan with a contour intervals of two (2) feet, referred to sea-level datum. All datum provided shall be the latest applicable U.S. Geodetic Survey datum and should be so noted on the plat.
- (6) \_\_\_\_\_ All other specifications, details, and references required by the Design Standards and Specifications, Construction Specifications, and Standard Drawings, including a site-grading plan for the entire subdivision.
- (7) \_\_\_\_\_ Title, name, address, signature, and seal of the professional engineer preparing the plans, and date, including revision dates.
- (8) \_\_\_\_\_ A limits of disturbance and re-vegetation plan.

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### **ADEQUATE PUBLIC FACILITIES REPORT REQUIREMENTS**

*The applicant shall supply the City with three (3) copies of the Adequate Public Facilities Report.*

- (1) \_\_\_\_\_ Applications for development approval shall include an adequate public facilities report to determine the ability of existing City infrastructure to provide adequate water for culinary, irrigation and fire flow purposes, the proper handling of storm drainage, slope preservation, mitigation of impact on roads by construction and permanent traffic, impact on electrical facilities and ensuring safe access for users and emergency vehicles in accordance with City codes, standards, and all other adopted ordinances.

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### **PUBLIC NOTIFICATION REQUIREMENTS**

- (1) \_\_\_\_\_ Provide a list of the names and addresses of the property owners within five hundred (500) feet as shown on the County Assessor's tax files, together with two stamped, addressed envelopes for each such owner.

Exception – A subdivision of three (3) lots or less, situated along an existing, improved right-of-way, shall only be required to provide courtesy notice to the owners of property within two hundred fifty (250) feet of the proposed subdivision.

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### **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.

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### **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 Planning Commission and City Council meetings 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.*