



**Development Services**  
 439 W Utah Ave. Payson, UT 84651  
 Phone: 801-465-5204  
[www.paysonutah.org](http://www.paysonutah.org)

## Commercial / Industrial Site Plan Development Review Committee Submittal Form

<b>For Office Use Only</b>		New Commercial Fee (15-1) \$650 < 2 acres \$650 plus \$75 per acre > 2 acres <b>TOTAL</b> _____ Existing Commercial Fee (15-1) \$200
Application # _____	Approval Date _____	
Application Date _____	Denial Date _____	

Project Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Utah County Parcel No(s): \_\_\_\_\_  
 Total Acreage: \_\_\_\_\_ Current Zone: \_\_\_\_\_  
 General Description of Project: \_\_\_\_\_  
 \_\_\_\_\_

Property Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Contact Information: (Per the owner’s signature and by indicating an authorized representative, all communication from the city regarding the project will be directed to the authorized representative.)

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMITTAL CHECKLIST** (applicant – please ensure all items are included in this submittal)

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Cover (Title) Sheet<br><input type="checkbox"/> 2. Site Plan<br><input type="checkbox"/> 3. General Notes<br><input type="checkbox"/> 4. Utility Plan - culinary, secondary water, sewer, storm drain details (including condition of any existing utility services)<br><input type="checkbox"/> 5. Electrical Layout and Load Calculations<br><input type="checkbox"/> 6. Utility Notification Form or Letters<br><input type="checkbox"/> 7. Business Statement<br><input type="checkbox"/> 8. Site Details (aside from APWA)<br><input type="checkbox"/> 9. Drainage Report | <input type="checkbox"/> 10. Title Report<br><input type="checkbox"/> 11. Geotechnical Report<br><input type="checkbox"/> 12. Building Elevations (with dimension height and color material board)<br><input type="checkbox"/> 13. Landscaping Plan<br><input type="checkbox"/> 14. Grading Plan<br><input type="checkbox"/> 15. Erosion Control Plan<br><input type="checkbox"/> 16. Public Safety Plan<br><input type="checkbox"/> 17. City Engineering Division Content Submittal Checklist (see Additional Information link #3 below) |
|--|---|

**Items Required Based on Site Location** (DRC staff will help you determine which items apply to you)

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Plan and Profile City Public Utilities | <input type="checkbox"/> 8. ALTA Equivalent Survey                        |
| <input type="checkbox"/> 2. Adequate Public Facilities Report      | <input type="checkbox"/> 9. Drainage & Flood Irrigation Plan              |
| <input type="checkbox"/> 3. Site Lighting Plan                     | <input type="checkbox"/> 10. Plan and Profile Public Roadway Improvements |
| <input type="checkbox"/> 4. UDOT Details                           | <input type="checkbox"/> 11. Sensitive Lands (see additional sheet)       |
| <input type="checkbox"/> 5. UDOT Permit                            | <input type="checkbox"/> 12. SWPPP Document                               |
| <input type="checkbox"/> 6. Other Jurisdiction Permit              | <input type="checkbox"/> 13. Traffic Impact Study                         |
| <input type="checkbox"/> 7. Easement Documents                     | <input type="checkbox"/> 14. Right-of-Way Dedication Documents            |

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code, 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 laws, ordinances, and resolutions 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, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Signature Authorized Agent/Owner (if no agent): \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

Submit to: Development Services, 439 W Utah Avenue, Payson, UT

Submit both paper and electronic:

1. **Paper** submittal:
  - a. Plan sets - One (1) sized 11” x 17”
  - b. All reports and other documentation - One (1) set sized 8.5” x 11”
2. **Electronic** submittal on **CD or thumb drive**:
  - a. A full plan set in one (1) single pdf
  - b. An electronic design file AutoCAD 2014 format (N.A.D. 83 Coordinates)
  - c. Reports (drainage, geotechnical, title) and other documentation each in a separate pdf.

Submit Fee: (per calculation) (Payable to Payson City)

**NOTE:**

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgment by the city of a complete application. This determination will be made by the DRC in accordance with UCA 10-9a-509.5.

**Additional Information (Links)**

1. Payson City Code - <https://payson.municipalcodeonline.com/book?type=ordinances#name=Preface>  
Title 9, Fire Regulations  
Title 12, Subdivision Regulations  
Title 13, Zoning Ordinance and Appendix A  
Title 14, Sensitive Lands
2. Payson City Planning and Zoning - <https://www.paysonutah.org/planningandzoning>
3. Payson City Engineering – Development Guidelines - <https://www.paysonutah.org/publicworks/page/engineering-documents>
4. Utah MUTCD - <https://mutcd.fhwa.dot.gov/index.htm>