



Development Services
439 W Utah Ave. Payson, UT 84651
Phone: 801-465-5204
www.paysonutah.org

Overlay Request
Development Review Committee Submittal Form

For Office Use Only:
Application #
Application Date
Approved
Denied
PC Public Hearing Date
CC Meeting Date
Review Fees:
Application \$500
Noticing Fee \$ 60
TOTAL (15-1)

- I-O In-fill Overlay
Neighborhood Commercial Overlay
MU-1 Mixed Use Overlay
RMO-1 Two-Family Residential Overlay
Senior Housing Facility Overlay
TS-O Transit Station Overlay

Proposed 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)

- 1. Underlying Zone
2. Written statement that describes the reason and justification for the request and how the proposal will advance the purpose and objectives of the applicable overlay (Zoning Ordinance Chapter 13.14).

- 3. Proposals for special requirements including architectural controls, materials, uses, massing, or other similar ideas.
- 4. A detailed explanation of how the proposed use will be compatible and consistent with the existing neighborhood and surrounding uses.
- 5. Detailed site plan including the minimum setback, width, frontage, access, parcel size and utilities. A landscaping plan may be required.
- 6. Any other information that will assist the Planning Commission and City Council to determine appropriate characteristics and controls leading to the success of the proposal.

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:**

- Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
- Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgement 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)**

Payson City Code - <https://payson.municipalcodeonline.com/book?type=ordinances#name=Preface>

Title 9, Fire Regulations

Title 13, Zoning Ordinance

Title 12, Subdivision Regulations

Title 14, Sensitive Lands

Payson City Planning and Zoning - <https://www.paysonutah.org/planningandzoning>

Payson City Engineering – Development Guidelines - <https://www.paysonutah.org/publicworks/page/engineering-documents>

Utah MUTCD - <https://mutcd.fhwa.dot.gov/index.htm>