



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

## Subdivision – Preliminary Plan Development Review Committee Submittal Form

<b>For Office Use Only</b>		<b>Base Fee \$500+ \$50 per lot/unit</b> _____ lots/units x \$50 _____ <b>Noticing Fee \$60</b> <b>TOTAL (15-1)</b> _____ Minor Subdivision (3 lots or less) Preliminary fee (includes final)
Application # _____	PC Public Hearing Date _____	
Application Date _____	CC Meeting Date _____	
Approval Date _____	Denial Date _____	

Proposed Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Subdivision     
  PRD     
  Multi-Family     
  Minor Subdivision

Utah County Parcel No(s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

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** (All items required)

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Cover (Title) Sheet  | <input type="checkbox"/> 8. Drainage Report                        |
| <input type="checkbox"/> 2. Preliminary Plan   | <input type="checkbox"/> 9. Geotechnical Report                    |
| <input type="checkbox"/> 3. Utility Plan - culinary, secondary water, sewer, storm drain details | <input type="checkbox"/> 10. Title Report                          |
| <input type="checkbox"/> 4. Drainage Plan  | <input type="checkbox"/> 11. General Notes                         |
| <input type="checkbox"/> 5. Grading Plan   | <input type="checkbox"/> 12. Electrical Layout and Load Form       |
| <input type="checkbox"/> 6. Phasing Plan   | <input type="checkbox"/> 13. Site Details (aside from APWA)        |
| <input type="checkbox"/> 7. Public Safety Plan   | <input type="checkbox"/> 14. Subdivision Utility Notification Form |

**SITE SPECIFIC REQUIREMENTS** (Items may be required unless determined not applicable at your predevelopment meeting):

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Traffic Impact Study                               | <input type="checkbox"/> 6. Sensitive Lands (additional sheet)                     |
| <input type="checkbox"/> 2. ALTA Equivalent Survey                             | <input type="checkbox"/> 7. Plan and Profile City Public utilities                 |
| <input type="checkbox"/> 3. Erosion control plan                               | <input type="checkbox"/> 8. Adequate Public Facilities Report                      |
| <input type="checkbox"/> 4. Other Jurisdiction Permit (UDOT) including details | <input type="checkbox"/> 9. Open Space and Landscaping Plan (PRD and Multi-Family) |
| <input type="checkbox"/> 5. Plan and Profile Public Roadway Improvements       | <input type="checkbox"/> 10. Letter of Condominium Status (if applicable)          |

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 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 12, Subdivision Regulations

Title 13, Zoning Ordinance and Appendix A

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>