



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

Subdivision Plat Amendment Development Review Committee Submittal Form

	For Office Use Only		Review Fee (15-1) \$300
Application # _____	PC Public Hearing Date _____		
Application Date _____	CC Meeting Date _____		
Approval Date _____	Denial Date _____		

Subdivision Name: _____ Plat: _____

Project Location: _____

Authorized Representative Contact Information: (Per the petition signatures of the property owners, 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. A petition containing the names and addresses of all property owners within the recorded subdivision plat and all parties having interest in the proposed amendment (see petition page).
- 2. A detailed explanation indicating the reason and justification for the proposed amendment and how the proposed amendment would further the land use goals of Payson City.
- 3. Supporting documentation, maps, studies and any other information that would allow the land use authority to make a well-informed decision.
- 4. Letters from the private utility providers indicating any impacts the proposed amendment may have on existing or future utility facilities.

Items required following final approval:

- Mylar of Subdivision Plat
- Recording Fees (Utah County)

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 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: _____ 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: \$300 (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

- Any property owner within a recorded subdivision may petition the City in writing to have the plat, any portion of it, or any street or lot contained in it, vacated, altered, or amended.
- If the petition contains signatures from all property owners within the recorded subdivision plat, the land use authority may take final action on the request at a public meeting.
- If the petition lacks the consent of every property owner within the recorded subdivision plat or if an owner submits a written objection within ten (10) days of the date of the notice, a public hearing will be scheduled with the land use authority. All owners in the recorded subdivision plat will be notified of the date and time of the public hearing.
- Attendance by the applicant or a representative of the applicant is required at the meeting of the land use authority.
- If the proposed plat amendment is approved, the Mylar and associated documents will be recorded in the office of the Utah County Recorder. The applicant is responsible for any recording fees assessed by Utah County.

ADDITIONAL INFORMATION (Links)

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

Title 12, Subdivision Regulations

Title 13, Zoning Ordinance

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

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

