



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

## Miscellaneous Requests Development Review Committee Submittal Form

For Office Use Only		TOTAL (15-1) \$ _____
Application # _____	Approval Date _____	
Application Date _____	Denial Date _____	
<input type="checkbox"/> Additional DRC Review Fee - 50% of total initial review fee (original fee _____ x 50% = _____)	<input type="checkbox"/> Agreements:	
<input type="checkbox"/> Preliminary Layout Fee - \$250+ \$10/lot (over 1000 sq. ft. for a commercial project) (_____ lots x \$10 = _____)	<input type="checkbox"/> Development Agreement - \$500	
<input type="checkbox"/> Miscellaneous Review - \$50	<input type="checkbox"/> Annexation Agreement - \$500	
<input type="checkbox"/> Investigative Fee - \$250	<input type="checkbox"/> Deferral Agreement - \$50	
	<input type="checkbox"/> Utility Extension Agreement – Actual Cost of Consultant	
	<input type="checkbox"/> Agreement Amendment - \$50 plus \$5 per page (_____ pages x \$5 = _____)	

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

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

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

General Description of Project: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ 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: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> Detailed written description of the request   | <input type="checkbox"/> Supporting documentation, studies, maps and any other information to assist in making a well-informed decision |
| <input type="checkbox"/> The reason and justification for the request and how the request would further the land use and economic goals of Payson City | <input type="checkbox"/> Payment of applicable review fees  |

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 Payson 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, 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: (see fee) (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, Title 13, Zoning Ordinance and Appendix A

[https://payson.municipalcodeonline.com/book?type=ordinances#name=Title\\_13\\_Zoning](https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_13_Zoning)

Payson City Code, Title 12, Subdivision Ordinance

[https://payson.municipalcodeonline.com/book?type=ordinances#name=Title\\_12\\_Subdivision\\_Regulations](https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_12_Subdivision_Regulations)

Payson City Code, Title 14, Sensitive Lands

[https://payson.municipalcodeonline.com/book?type=ordinances#name=Title\\_14\\_Sensitive\\_Lands](https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_14_Sensitive_Lands)

Payson City Planning and Zoning Page - <https://www.paysonutah.org/publicworks-maps/page/city-events-department-maps>

Payson City Standards and Specifications - <https://www.paysonutah.org/publicworks/page/engineering-documents>

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