



PAYSON CITY – Public Works
 439 W Utah Avenue, Payson UT 84651
 Phone: 801-465-5217 www.paysonutah.org

PRE-CONSTRUCTION MEETING APPLICATION

For Office Use Only		
Application Date _____	Pre-Construction Meeting Date _____	Time _____

Project Name _____

Project Location _____

Developer/Applicant:

Company _____

Contact _____

Phone # _____ Email _____

General Contractor (Site Work):

Company _____

Contact _____

Phone # _____ Email _____

Project Manager:

Contact _____

Phone # _____ Email _____

Fire Prevention Program Superintendent:

Contact _____

Phone # _____ Email _____

Registered Storm Water Inspector:

Contact _____

Phone # _____ Email _____

Subcontractors:

Company _____

Contact _____ Phone # _____

Company _____

Contact _____ Phone # _____

Company _____

Contact _____ Phone # _____

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

	Approved Electronic Civil Construction Drawings-and AutoCAD file
	Project Schedule and Description
	Land Disturbance Permit, NOI, SWPP Plan and Training
	Electrical Fees-Please submit PDF Shapefile to bradk@payson.org and josephhj@payson.org
	Development Bond-Testing and Inspection Fees- (Acceptable Bonds are either cash/check or Irrevocable Letter of Credit.) Fees must be paid in cash/check).
	Conveyance of Water Shares
	Traffic Control Plan – (Identify how traffic is properly directed within and near the project zone)
	Mix design for concrete and asphalt.
	Copy of current contractor’s license with an E100, B100, S390, or S210 classification.
	Certificate of Insurance
	Any Development Requirements

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 and the Pre-Construction Meeting Supplemental Sheet, 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.

Project Representative: _____ Date: _____
By signing this application, the Project Representative acknowledges that they have read and agree to all of the conditions in this application.

By acknowledging this Pre-construction Application, the Project Representative agrees to follow the following: Any existing public road may only be closed for no longer than three weeks. If the utilities and roadway cannot be completed in this time period, then the Project Representative will need to revise their Project Schedule and have this approved by the Street Superintendent and the Public Works Director in writing on the time the roadway will be closed. The Project Representative is responsible for keeping one lane of traffic open after the three-week time period and at all times any resident that lives in the construction zone must have local access to their home. It is the sole cost of the Project Representative to pave, flag the road, or install a temporary traffic signal if required to get the roadway open and operating.

SUBMITTAL REQUIREMENTS

Submit to: Debbie Bushnell, Public Works, 439 W Utah Avenue, Payson, UT
Submit by: One week prior to requested DRC meeting date.

Submit electronic:

1. **Electronic** submittal on Flash Drive or emailed to debbieb@payson.org :
 - a. A full plan set in one (1) single pdf
 - b. An electronic design file AutoCAD 2018 format (NAD83, Utah Central, US Foot, and NAVD88)
 - c. Reports and submittal checklist documentation each in a separate pdf.
 - d. SWPPP Training Certification (See QR code/link on next page)

NOTE:

- 1. Applications will not be accepted without ALL the required information and submittal materials. The city will not hold the pre-construction meeting without all the above required information.**
- 2. If significant work has not been started on the development within 100 days of the pre-construction meeting than the authorization to proceed will be canceled and the bond will have to be recalculated and another pre-construction meeting held. If standards have changed between the two pre-construction meetings the new standards are required.**
- 3. All concrete work to include curb, gutter, and sidewalk is required to be warrantied for one-year after the city accepts it and is the responsibility of the Project Representative. If the home builder breaks the concrete, it is still the responsibility of the Project Representative to remove and replace the broken concrete sections at their cost.**

ADDITIONAL INFORMATION (Links)

Payson City Standards and Specifications – <https://paysonutah.org/storage/2016/05/2012-APWA-Payson-Specifications-2015-1.pdf>

Utah MUTCD - <https://www.udot.utah.gov/main/uconowner.gf?n=12281504735606387>

Stormwater Training for Construction Professionals (SWPPP) –

<https://training.stormwatergo.com/local/invitation/join.php?courseid=93&id=f3ca482a-5ebe-4f68-bd1a-004c91177d28>

