



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

**Conditional Use (purple)**  
**Development Review Committee Submittal Form**

<b>For Office Use Only:</b>		<b>Review Fees (15-1)</b>	
Application # _____	PC Public Hearing Date _____	New	\$300
Application Date _____	CC Meeting Date _____	Amend or Revoke	\$200
Approval Date _____	Denial Date _____		

**New Conditional Use**       **Amend Existing Conditional Use**       **Revoke Existing Conditional Use**

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. Site Plan (per Payson City Code 19.8) OR Concept Plan (as determined by staff)
- 2. Written explanation to Conditional Use Criteria (Payson City Code 19.13) (See Conditional Use Criteria Requirements below)
- 3. List of names and addresses of the property owners within five hundred (500) feet as shown on the County Assessor’s tax files, together with one stamped, addressed envelope for each such owner.

## CONDITIONAL USE CRITERIA REQUIREMENTS (Payson City Code 19.13)

- 1. Harmony of the request with the general objectives of the General Plan, Zoning Ordinance, Subdivision Ordinance, any other city ordinance and the particular zone in which the request is located.
- 2. Harmony of the request with existing uses in the neighborhood.
- 3. Development or lack of development adjacent to the site.
- 4. Whether or not the request may be injurious to potential development in the vicinity.
- 5. Present and future requirements for transportation, traffic, water, sewer, and other utilities.
- 6. Suitability of the specific property for the proposed use.
- 7. Number of other similar conditional uses in the area and the public need for the conditional use.
- 8. Economic impact on the neighborhood.
- 9. Aesthetic impact on the neighborhood.
- 10. Safeguards to prevent noxious or offensive omissions such as noise, glare, dust, pollutants, odor.
- 11. Attempts by the applicant to minimize other adverse effects on people and property in the area.
- 12. Impact of the proposed use on the health, safety, and welfare of the city, the area, and persons owning or leasing property in the area.

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 24" x 36" and one (1) sized 11" x 17"
  - b. All reports and other documentation - One (1) set sized 8.5" x 11"
2. **Electronic** submittal on **DISC**:
  - 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:

- 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, Title 19, Zoning Ordinance and Appendix A - <https://paysonutah.org/government-transparency/transparency/city-code>