



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

**Ordinance Text or Appendix A Amendment (orange)  
 Development Review Committee Submittal Form**

For Office Use Only:		
Application # _____	PC Public Hearing Date _____	Ordinance Text Amendment Fee \$300
Application Date _____	CC Meeting Date _____	Appendix A Amendment Fee \$100
Approval Date _____	Denial Date _____	<b>TOTAL (15-1)</b> _____

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

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

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

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. Code Title and Section No. proposed for amendment
- 2. Proposed/revised text language you are suggesting? (typewritten)
- 3. What is the reason or justification for the proposed amendment, how does the proposed amendment further the purpose and intent of the applicable ordinance, and how is the proposed amendment consistent with the Payson City General Plan? (typewritten)
- 4. Supporting documentation, studies, and any other information that would allow the city council to make a well-informed decision.

It is the responsibility of the applicant to demonstrate that the modification will further the land use objectives of the city. In accordance with Section 19.2.8 of the Payson City Code, the city council may amend any regulation or other provisions of the City Code if deemed appropriate. Consideration of a text amendment request is a legislative action of the city council, and the city council is not obligated to approve the request.

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