



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

## Overlay Zone (pink) Development Review Committee Submittal Form

For Office Use Only:		Review Fee (15-1)	\$500
Application #	_____	PC Public Hearing Date	_____
Application Date	_____	CC Meeting Date	_____
Approval Date	_____	Denial Date	_____

- |   |   |
|---|---|
| <input type="checkbox"/> AD-O Accessory Dwelling Overlay        | <input type="checkbox"/> HR-O Historic Residential Overlay    |
| <input type="checkbox"/> AGP-O Agriculture Preservation Overlay | <input type="checkbox"/> I-O In-fill Overlay                  |
| <input type="checkbox"/> FP-O Floodplain Overlay                | <input type="checkbox"/> RMO-1 Two-Family Residential Overlay |
| <input type="checkbox"/> HD-O Historic District Overlay         | <input type="checkbox"/> TS-O Transit Station Overlay         |

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. Underlying Zone \_\_\_\_\_
- 2. The reason for the overlay zone request in accordance with one or more of the criteria found in Section 19.6.

- 3. Proposals for special requirements of the zone including architectural controls, materials, uses, massing, or other similar ideas.
- 4. A detailed explanation of how the proposed use will be compatible and consistent with the existing neighborhood and surrounding uses.
- 5. Detailed site plan including the minimum setback, width, frontage, parcel size and utilities.
- 6. List of names and addresses of the property owners within two hundred fifty (250) feet as shown on the County Assessor's tax files, together with one stamped, addressed envelope for each owner.
- 7. Any other information that will assist the Planning Commission and City Council to determine appropriate characteristics and controls leading to the success of the proposal.

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 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: \$500 (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 - <https://paysonutah.org/government-transparency/transparency/city-code>

Title 19, Zoning Ordinance and Appendix A

Title 14, Fire Protection

Title 20, Subdivision

Title 21, Sensitive Lands

Payson City Planning and Zoning - <https://paysonutah.org/departments/development-services/planning-and-zoning>

Payson City Engineering – Development Guidelines – <https://paysonutah.org/departments/development-services/engineering>

Utah MUTCD - <https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:4072>,