



PAYSON CITY – Development Services

439 W Utah Avenue, Payson UT 84651

Phone: 801-465-5204 www.paysonutah.org

SUBDIVISION – FINAL PLAN (green)

Development Review Committee Submittal Form

For Office Use Only		Base Fee \$400+ \$40 per lot/unit
Application # _____	PC Public Hearing Date _____	_____ lots/units x \$40 _____
Application Date _____	CC Meeting Date _____	Total (15-1) _____
Approval Date _____	Denial Date _____	

Proposed Project Name: _____

Project Location: _____ Subdivision PRD Multi-Family

Utah County Parcel No(s): _____ Total Acreage: _____

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)

Cover (Title) Sheet	All Requirements of Preliminary Plan Approval
Subdivision Plat	Phasing Plan
SWPPP Form	CC&R’S (if applicable)
Summary Statement	Letter of condominium status (if applicable)

Items required based upon site location:

Other Jurisdiction Permit	Right-of-Way Dedication Documents
Easement Documents	

Items required following final approval:

	Water Rights		Performance Guarantee
	Testing and Inspection Fees		Asphalt Overlay Guarantee (cash)
	Electrical Fees		Mylar for Recording
	Tax History (to be verified by staff) Note: All taxes must be current prior to recordation of the plat.		Preconstruction Meeting

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: Kim E. Holindrake, Development Services, 439 W Utah Avenue, Payson, UT

Submit by: 3:00 p.m. on Monday, (target date) _____ or see development calendar

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: (per calculation) (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 20, Subdivision Ordinance -

http://www.paysonutah.org/img/File/CityCode/Subdivision_Adopted%2011-18-15.pdf

Payson City Code, Title 21, Sensitive Lands -

<http://www.paysonutah.org/img/File/CityCode/Title%2021%20Sensitive%20Lands%20Adopted%2008-04-99.pdf>

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

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>