



PAYSON CITY – Development Services
 439 W Utah Avenue, Payson UT 84651
 Phone: 801-465-5204 www.paysonutah.org

SUBDIVISION – PRELIMINARY PLAN (cream)
Development Review Committee Submittal Form

For Office Use Only		Base Fee \$500+ \$50 per lot/unit _____ lots/units x \$50 _____ TOTAL (15-1) _____ Minor Subdivision (3 lots or less) Preliminary fee (includes final)
Application # _____	PC Public Hearing Date _____	
Application Date _____	CC Meeting Date _____	
Approval Date _____	Denial Date _____	

Proposed Project Name: _____

Project Location: _____

Subdivision PRD Multi-Family Minor Subdivision

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		Drainage Report
	Preliminary Plan		Title Report
	Utility Plan - culinary, secondary water, sewer, storm drain details		Open Space and Landscaping Plan (PRD and Multi-Family)
	Geotechnical Report		Drainage & Flood Irrigation Plan
	Subdivision Utility Notification Form		Grading Plan
	ALTA Equivalent Survey		Erosion control plan

	Site Details		General Notes
	Public Safety Plan		Adequate Public Facilities Report
	Plan and Profile City Public utilities		Electrical Layout and Load Form
	Letter of Condominium Status (if applicable)		Plan and Profile Public Roadway Improvements
	List of names and addresses of property owners within five hundred (500) feet as shown on the County Assessor's tax files, together with one stamped, addressed envelopes for each such owner.		

Items required based upon site location:

	UDOT Permit		Sensitive Lands (additional sheet)
	Traffic Impact Study		UDOT Details

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>