



**PAYSON CITY – Development Services**

439 W Utah Avenue, Payson UT 84651

Phone: 801-465-5204 [www.paysonutah.org](http://www.paysonutah.org)

**ZONE CHANGE (blue)**

**Development Review Committee Submittal Form**

For Office Use Only:		Review Fee (15-1)	\$400.00
Application #	_____	PC Public Hearing Date	_____
Application Date	_____	CC Meeting Date	_____
Approval Date	_____	Denial Date	_____

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)

Current Zone \_\_\_\_\_ Requested Zone \_\_\_\_\_

- 1. Attach a description of the specific amendment to the Zoning Map
- 2. Attach a description of the reason and justification for the proposed amendment, how the proposed amendment would further the purpose and intent of the Payson City General Plan
- 3. Attach supporting documentation such as maps, studies, and any other information that would allow the city council to make a well-informed decision
- 4. 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

Items required following approval:

- 1. Legal description of zone change boundaries (following approval)

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: \$400.00 (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 - <https://paysonutah.org/government-transparency/transparency/city-code>

Title 19, Zoning Ordinance and Appendix A

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