

The following requirements are to be submitted/satisfied by the applicant prior to the issuance of a building permit for a single-family dwelling on a lot of record.

Property Address: _____

Staff Initial	Date Completed	Lot of Record Requirements
_____	_____	<p>Submit proof of ownership, verification that the parcel was a lot of record prior to the adoption of the zoning ordinance (January 1983), and a current title report indicating any encumbrances on the property.</p> <p><i>Lots created prior to the adoption of the Zoning Ordinance that are non-conforming in lot area or frontage requirements under the current zone may not be denied the issuance of a building permit for the construction of a single-family dwelling.</i></p>
_____	_____	<p>Submit a detailed site plan that includes two (2) off-street parking spaces.</p> <p><i>Each lot of record is reviewed on a case by case basis and additional requirements beyond those listed herein may need to be satisfied to provide adequate utility service and ensure proper access to the development site. Off-street parking is not permitted in any required setback, and tandem parking is not permitted.</i></p>
_____	_____	<p>Submit an accurate survey of the parcel to ensure the correct property corners are staked prior to the footing inspection.</p>
_____	_____	<p>Applicant will need to hire a civil engineer to prepare cut sheets for the installation of curb, gutter and sidewalk, for review by the city engineer.</p> <p><i>The applicant is responsible for the costs associated with the installation of roadway improvements (curb, gutter sidewalk and asphalt tie-in).</i></p>
_____	_____	<p>Submit a legal description that is tied to a section corner with a basis of bearing of a public utility easement (PUE) that includes ten (10) feet adjacent to any public street and five (5) feet around the remaining perimeter of the parcel.</p> <p><i>Staff will review the PUE description, insert it into a Payson City Easement and provide the applicant a signature copy of the PUE to be signed by the owner. The applicant is responsible for recording the PUE at the Utah County Recorder's Office. A copy of the recorded PUE is required with the submittal of the building permit application.</i></p>
_____	_____	<p>Submit adequate water shares in the name of Payson City in accordance with Title 10, Payson City Water Ordinance.</p>

_____	Submit verification that any special assessments associated with the parcel have been paid, such as existing utility stub-ins.
_____	Submit a cost estimate for all required public improvements including curb, gutter, sidewalk, asphalt tie-in, utility laterals, electrical equipment and materials, and any other public improvements. <i>The city engineer will prepare a bond calculation.</i>
_____	Submit a performance guarantee according to the city engineer's bond calculation. <i>The performance guarantee is equal to the approved cost estimate plus 20%. This must be in the form of a cash bond or irrevocable letter of credit. Once improvements have been installed and approved, the amount of the approved cost estimate will be released and the remaining twenty percent (20%) retained for one year as a workmanship warranty.</i>
_____	Site Specific Requirements: _____ _____ _____

APPLICANT AGREEMENT

As the property owner and applicant, I have read and understand,

- the requirements that are to be provided and satisfied to construct a single-family dwelling on a lot of record.
- it is my responsibility to complete the necessary improvements in a manner consistent with the Payson City Code.
- following the issuance of a building permit, all lot improvements, including, but not limited to utilities, meters, curb, gutter, sidewalk, and asphalt tie-in must be completed and approved before a Certificate of Occupancy is issued.
- all open areas between the street and front line of the main building and between the street and side line of the main building on a corner lot must be landscaped before a Certificate of Occupancy is issued.

Owner Signature _____ Date _____

STAFF APPROVAL

I have reviewed the proposed site plan and associated documents for the lot of record and do verify that the appropriate zoning requirements have been satisfied.

Staff Signature _____ Date _____