



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

## Application for Planning Commission Member

<i>Office Use Only</i>			
Application Date _____	Interview Date _____	Accepted <input type="checkbox"/>	Denied <input type="checkbox"/>

**Name of Applicant:** \_\_\_\_\_

Address \_\_\_\_\_ Daytime Telephone # \_\_\_\_\_

Occupation \_\_\_\_\_ Evening Telephone # \_\_\_\_\_

Email \_\_\_\_\_

**Reason for interest in serving on the Planning Commission:**

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**APPLICATION REQUIREMENTS AND PROCEDURE**

The organization of the Planning Commission shall be consistent with Section 10-9a-301 et. seq. of the Utah Code Annotated 1953, as amended and Section 19.2.4 of the Payson City Zoning Ordinance. The members of the Commission shall be appointed by the Mayor of Payson City with the advice and consent of the City Council.

1. Notice of Planning Commissioner positions shall be printed in the Payson City newsletter and published in the Payson Chronicle for two consecutive weeks prior to the interviews for new members.
2. All applications shall be submitted to the City Recorder no later than March 15 of each year.
3. The Mayor, the City Councilmember assigned to the Development Services Department, the City Manager and the Development Services Director shall interview those selected.

4. Following the interview process, the Mayor shall present the name or names of potential Planning Commissioners to the City Council for their consent.
5. The appointment of Planning Commission members shall occur annually at the first meeting of the City Council in April, or as soon thereafter as deemed necessary by the City Council to appoint qualified applicants.

**GENERAL INFORMATION**

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The Planning Commission is an advisory body to the City Council in making decisions pertaining to the Payson City General Plan, the adopted land use ordinances, and various development and land use applications. In organizing the Planning Commission, the Mayor and City Council shall ensure:

1. The Commission is composed of seven (7) members assigned to terms of four (4) years staggered so that no more than two (2) Planning Commissioners will be appointed in a single year due to the expiration of terms.
2. The Commission elects a Chair person and a Vice Chair person at the first meeting of April who shall be in charge of all proceedings necessary to preserve the order and integrity of Planning Commission meetings.

By ordinance, the Commission shall have the following powers and duties:

1. To prepare, or cause to be prepared, the Zoning Ordinance, or Zoning Map, and all proposed amendments to the Zoning Ordinance, or Zoning Map, and issue a recommendation to the City Council regarding this ordinance, or Zoning Map, or amendments to this ordinance, or Zoning Map.
2. To review and make recommendations to the City Council on applications for development approval, conditional use permits, site plans, signs, or other proposals subject to this ordinance.
3. To adopt bylaws, policies, procedures and regulations for the conduct of Commission duties, meetings, voting, and review of applications, provided that they are approved by the City Council before taking effect.

**APPLICANT CERTIFICATION**

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**I certify that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. 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 appointment or take any other legal or appropriate action.**

Signature \_\_\_\_\_ Date \_\_\_\_\_