



# Payson City

APPLICATION for SITE PLAN REVIEW  
EXISTING STRUCTURES

For Office Use Only:		Site Plan Request Fee (15-1)	\$100.00
Application # _____	CC Public Hearing Date: _____		
Application Date: _____	Staff Review Date: _____		
Approved	Denied		

**Zone:** \_\_\_\_\_ **Parcel Size:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Name of Applicant or Authorized Agent:** \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Name of Property Owner(s):** \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Owner's Signature or Authorization of File:** \_\_\_\_\_

General Description of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is a Zone Change necessary for this project? YES \_\_\_\_\_ (attach a Zone Change Application) NO \_\_\_\_\_

Requested Zone: \_\_\_\_\_ Zone Change Application # (if necessary): \_\_\_\_\_

Will this project require subdivision approval? YES \_\_\_\_\_ (attach a Subdivision Application) NO \_\_\_\_\_

Subdivision Application # (if necessary): \_\_\_\_\_

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## APPROVAL PROCESS

Alterations to existing commercial, industrial, manufacturing, or research and development projects will be reviewed administratively by staff or through the legislative process in accordance with Section 19.8.3.3 of the Payson City Zoning Ordinance. Each site plan shall satisfy applicable laws, ordinances, and resolutions of Payson City, the State of Utah, and the United States. Any project determined to have a significant impact on traffic, environmental quality, lighting, compatibility of uses, or the health, safety, or general welfare of the surrounding properties may be forwarded to the Planning Commission and City Council for consideration.

### Submittal Procedure:

- *Concept Plan.* Each applicant for Site Plan approval must first submit an application for project concept plan review. Submission of a concept plan is not considered any type of approval or acceptance of a complete application, but rather allows staff to identify the zoning district, the correct review procedure and if the proposal is consistent with the land use goals of the City.
- *Pre-Application Meeting.* A site plan, consistent with all regulations of the development ordinances of Payson City, will be prepared for the proposed project. Before any site plan is accepted by the City, the applicant must schedule a pre-application meeting with the Development Services staff to determine if the application is complete or if additional information is needed to conduct a thorough review of the project. Incomplete applications will not be accepted for review.
- *Dissemination of Information and Staff Review.* Staff will distribute the site plan information to the appropriate departments for review and will collect comments for inclusion in the review letter returned to the applicant. The review letter will identify all items that need to be modified to be consistent with the development ordinances of Payson City.
- *Modification of Site Plan.* If, following a review by staff, modification of the site plan is necessary, the applicant will be expected to following the same submittal procedure as above with the exception of the submission of a concept plan.
- *Legislative Review.* If staff determines that the application is not eligible for administrative approval, the application will be forwarded to the Planning Commission and City Council for consideration once the applicable regulations of the development ordinances have been satisfied. Attendance by the applicant or representative at Planning Commission and City Council meetings is required.
- *Site Plan Approval.* Site plan approval will not be granted without satisfaction of all applicable regulations of the development ordinances of Payson City. Applicants are not deemed to have site plan approval until a site plan approval letter or certificate has been issued by the Development Services Department.

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## SITE PLAN REQUIREMENTS

Please read the applicable sections of Title 19, Payson City Zoning Ordinance, specifically Chapter 19.8 in detail before submitting any type of project application. It is the responsibility of the applicant to determine what information is necessary to demonstrate compliance with the regulations of the development ordinances. At a minimum, each applicant must submit a complete application form and the supporting documentation listed below. Failure to submit the necessary information may be cause for denial of application and/or Site Plan. ***The applicant must supply the City with two (2) 24"x36" and fifteen (15) 11"x17" copies of the site plan. Additional copies may be required.***

Please ***initial each item*** as being completed, or put N/A if waived by staff or not applicable to approval process:

- (1) \_\_\_\_\_ A detailed site plan including:
  - a. Vicinity map showing general location
  - b. Adjacent property owners and streets
  - c. Dimensions of the property
  - d. Property lines
  - e. Proposed setbacks
  - f. Location of all existing and proposed structures
  - g. Square footage of existing and proposed units and/or structures
  - h. Proposed use of buildings
  - i. Location and number of off-street parking spaces, including handicap
  - j. Dimensions of parking spaces and backing space depth
  - k. Existing and proposed ingress/egress
  - l. Width of driveways
  - m. Location of public and private curb, gutter and sidewalks
  - n. Location of trash containers
  - o. Trash pickup areas
  - p. Irrigation ditches/canals
  - q. Location of walls or fences and type of materials
  - r. Location of existing and proposed fire hydrants
  - s. Location of regulatory and directional signs
  - t. Contour lines where significant topographic changes exist
- (2) \_\_\_\_\_ A utility and infrastructure plan including:
  - a. Location, size and meter placement of existing utilities including power, wastewater, drinking water, pressurized irrigation
  - b. Plans and profiles for all new or modified infrastructure systems and utility laterals
  - c. Location of all valves, manholes and cleanouts
  - d. Information regarding private utility location and services
  - e. The storm water drainage system including surface and subsurface, and flood control facilities
- (3) \_\_\_\_\_ Site details including:
  - a. Streets and roadways
  - b. Condition or existence of curb, gutter and sidewalk
  - c. Current and proposed method of solid waste collection and detail of trash enclosure

- d. ADA facility details
  - e. Handicap parking detail and signage
- (4) \_\_\_\_\_ An electrical layout prepared by an electrical engineer that indicates, at a minimum:
- a. Location and specifications for all existing and proposed electrical appurtenances
  - b. Location of all primary and secondary power lines and depths
  - c. Existing and proposed street lights and site security lighting
  - d. Existing and proposed voltage and amperage requirements
  - e. Existing and proposed main breaker size
- (5) \_\_\_\_\_ A public safety plan including:
- a. Applicable information requested in item #1 listed above
  - b. Graphic scale showing increments of one hundred (100) feet
  - c. Location and size of public infrastructure
  - d. Road sizes and dimensions
  - e. Street addresses
  - f. Square footage of units and/or structure and type of construction
  - g. Proposed fire hydrants
  - h. Existing fire hydrants within one thousand (1,000) feet of any portion of the proposed development
  - i. Circulation and access plan: provision of adequate public safety access, emergency lanes and turning movements for all public safety vehicles and fire apparatus
  - j. Location of existing and proposed fire department connections (fdc)
  - k. Underground fire mains for fire sprinkler system
  - l. Detailed view of proposed connection to a fire protection system riser, including rods and thrust blocks
- (6) \_\_\_\_\_ An adequate public facilities report and/or geotechnical report may be required depending on the location and the complexity of the site.
- (7) \_\_\_\_\_ A detailed landscaping plan including the types and sizes of all planting materials along with plans for an automatic irrigation system consistent with the regulations of Chapter 19.8:
- a. Indicate all existing landscaped areas and which areas, if any, will be impacted by the project
  - b. A minimum of one evergreen no less than eight (8) feet in height or deciduous tree with no less than one and one half (1 ½) inch caliper for every two hundred (200) square feet of landscaping
  - c. A minimum of one five gallon or larger shrub for every two hundred (200) square feet of landscaping
  - d. Ten (10) percent landscaping within the boundaries of the parking lot
  - e. Location and size of connections to pressurized irrigation system and the total irrigable acreage on the site
  - f. All landscaped areas shall be covered by grass or another acceptable ground cover such as bark, wood chips, or decorative rock. Dirt, weeds and similar materials are not considered acceptable ground cover.
- (8) \_\_\_\_\_ A title report indicating all liens and encumbrances on the property. All easements, rights-of-way and other dedications will need to be indicated on the site plan.
- (9) \_\_\_\_\_ Exterior building elevations, color rendering, and samples of the types of materials and colors proposed to be used. All developments shall satisfy the design standards of the underlying zone adopted by the City. All developments shall be reviewed for compatibility with surrounding uses in respect to building size, traffic circulation, massing, uses, colors, lighting and any other appropriate design review.
- (10) \_\_\_\_\_ Each application must be accompanied by a business statement that indicates all anticipated activities associated with the project. The statement should include both initial and future activities to ensure adequate parking, circulation, utility services and zoning compliance.
- (11) \_\_\_\_\_ A letter from each private utility provider, the postal service, and any other entity affected by the proposed project indicating any improvements or conditions that must be satisfied in conjunction with development of the site.
- (12) \_\_\_\_\_ Upon site plan approval, an adequate amount of water shares shall be transferred into the name of the City in accordance with the requirements found in Title 10 of the Payson City Code.

- (13) \_\_\_\_\_ Upon site plan approval, assurances for the completion of all improvements shall be posted in accordance with the requirements found in Titles 19 and 20 of the Payson City Code. Additionally, payment of public works inspection fees to cover the cost of public works inspections will need to be provided.
- (14) \_\_\_\_\_ The payment of the appropriate fee in accordance with the Payson City fee schedule.
- (15) \_\_\_\_\_ If staff determines that the application is not eligible to be approved administratively, a list of the names and addresses of the property owners within one thousand (1000) feet as shown on the County Assessor's tax files, together with two stamped, addressed envelopes for each such owner. The mailing address information may be shown on a separate current tax map reproduction from the Assessor's Office showing the subdivision imposed thereon.

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**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all 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 Title 19, Payson City Zoning Ordinance and 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 also agree to comply with any and all applicable Payson City Ordinances in effect at the time of application. 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 agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Notes:**