



*Payson City*  
**APPLICATION for MULTI-FAMILY  
FINAL SITE PLAN APPROVAL**

<b>For Office Use Only:</b>		PAID:
Application # _____	PC Public Hearing Date: _____	
Application Date: _____	CC Public Hearing Date: _____	
Approved _____	Denied _____	
Final Plat Fee (15-1) _____	\$150.00	
_____ units x \$25.00 _____		
	Total _____	

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**GENERAL INFORMATION**

**PROPOSED PROJECT NAME:** \_\_\_\_\_

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

**Name of Applicant or Authorized Agent(s):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

**Name of Owner(s) (if other than applicant):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

**Owner's Signature of Authorization to file:** \_\_\_\_\_

**Current Zoning of the property (see official zone map):** \_\_\_\_\_

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

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

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**APPLICATION REQUIREMENTS AND PROCEDURE**

**Submittal Requirements:**

- All applications must contain the following items:
  - (1) \_\_\_\_\_ Application fee
  - (2) \_\_\_\_\_ Final Plat (see Final Plat Requirements section of this application)
  - (3) \_\_\_\_\_ Computer disk which includes a copy of the Final Plat and approved Construction Plans
- Please follow carefully the Final Plat Requirements and Checklist included as part of this Application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plan.

**Submittal Procedure:**

- All applicants for Final Site Plan approval must first receive approval of a Preliminary Site Plan.

- All plans submitted for staff review must be submitted by Friday at noon to be considered for the following Tuesday pre-development review by Planning and Engineering staff. A preliminary list will then be forwarded to the City superintendents on Friday who will conduct a complete development review the following Thursday.
- Staff meetings will be held each Tuesday for pre-development review and Thursday for starting at 9:00 a.m. for development review. Comments will be available to the applicant Friday morning by 11:00 a.m.
- Revised Plan submission will follow the same procedure as above.
- Applications will be placed on the next available Planning Commission agenda once staff has determined that the application and Site Plan are complete.
- Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times. Fee payment is required at time of application submittal.

**NOTE: Please read the Payson City Subdivision Ordinance as well as any other pertinent sections of the Payson City Ordinances in detail before submitting any type of Multi-Family Site Plan Application. A Final Plat application requires review and approval by the City Council. To meet scheduling and work load, this application must be submitted a minimum of four (4) weeks prior to the City Council meeting date you would like to be scheduled for.**

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## FINAL PLAT REQUIREMENTS

*The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and fifteen (15) eleven by seventeen (11 x 17) inch copies of the Final Site Plan. Attach to and/or include with the Final Site Plan all necessary documentation and Preliminary Plan requirements as per the following Final Plat Checklist.* See Section 20.29 of the Payson City Subdivision Ordinance. Missing information may be cause for denial of application and/or Final Plat. These Final Plat requirements are the minimum, other information may be required by the Payson City Ordinances, Staff, Planning Commission or City Council.

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

- (1) \_\_\_\_\_ A Final Plat prepared by a registered land surveyor or engineer licensed by the State of Utah in india ink on tracing cloth or reproducible mylar at the same scale as the Preliminary Plan. The applicant shall provide the City with three (3) full size copies of the Final Plat, with one of the copies being produced on tracing cloth or reproducible mylar, and fifteen (15) reduced eleven by seventeen (11 x 17) copies.
- (2) \_\_\_\_\_ All the requirements of the Preliminary Plan as approved or amended and approved. If approved by the City Engineer, or required by the County Recorder, certain details placed on the Preliminary Plat for review purposes may be eliminated from the Final Plat.
- (3) \_\_\_\_\_ The number of culinary and irrigation water shares will need to be transferred into the name of Payson City for the proposed development prior to recordation of the Final Plat at the office of the Utah County Recorder.
- (4) \_\_\_\_\_ All monuments erected, corners, and other points established in the field in their proper places. The monuments shall be made of brass and the legend shall indicate the diameter, length, and weight of the monuments.
- (5) \_\_\_\_\_ A summary statement of the proposed development including total project acreage, total area of each lot or parcel, the total number of units, acreage of open space, and lane miles of road.
- (6) \_\_\_\_\_ A preliminary title report covering all the property located within the subdivision and providing evidence that all property taxes are current and that roll back taxes have been paid, and that no other debts or obligations are outstanding and no liens or encumbrances are placed on the property.
- (7) \_\_\_\_\_ The report shall be prepared or updated within thirty (30) days of the date of recording of the Final Plat.
- (8) \_\_\_\_\_ A final draft of any project restrictive covenants (CCR's) or agreements.
- (9) \_\_\_\_\_ Written assurance from the public utility companies and improvement districts, if applicable or extended, that necessary utilities will be installed and proof that the applicant has submitted petitions in writing for the

creation or extension of any improvement districts as required by the City Council upon Preliminary Plan approval. In order to satisfy these provisions, a letter of recognition from the service provider on their letterhead shall be provided to the City. These utilities include, but are not limited to , TCI Cable, US West, Nebo School District, Mountain Fuel, and the United States Post Office.

(10) \_\_\_\_\_ Any other information as may be useful or necessary for the meaningful review of the project. Additional information may be requested based on the nature of the project or the site. Including: \_\_\_\_\_  
\_\_\_\_\_

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**GUARANTEES**

Acceptable guarantees for all required improvements must be posted prior to recordation of the Final Site Plan at the office of the Utah County Recorder to assure their timely and satisfactory completion. The amount of the guarantee shall be equal to one hundred and twenty (120) percent of the estimated cost of the require improvements as determined by the City Engineer.

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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 also acknowledge that I have reviewed the Payson City Subdivision 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 agree also to comply with any and all applicable City Ordinances 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, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

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

**PLEASE NOTE:**

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