



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

For Office Use Only:		PAID:
Application # _____	PC Public Hearing Date: _____	
Application Date: _____	CC Public Hearing Date: _____	
Approved _____	Denied _____	
Preliminary Plan Fee (15-1) \$200.00		
_____ units x \$30.00 _____		
Total _____		Concept Plan File No: _____

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): _____

APPLICATION REQUIREMENTS AND PROCEDURE

NOTE: Please read the Payson City Subdivision Ordinances 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 Preliminary Plan application requires at least two public hearings, one before the Planning Commission and one before the City Council. To meet scheduling, work load and legal posting requirements, this application must be submitted a minimum of five (5) weeks prior to the Planning Commission meeting date you would like to be scheduled for.

Submittal Requirements:

- All applications must contain the following items:
 - (1) _____ Application fee
 - (2) _____ Preliminary Plan (see Preliminary Plan Requirements section of this application)
 - (3) _____ Construction Plans (see Construction Plan Requirements section of this application)
 - (4) _____ Adequate Public Facilities Report (see Adequate Public Facilities Requirement section of this application)
 - (5) _____ Stamped addressed envelopes for public notification (see Public Notice Requirements section of this application)
- Please follow carefully the Requirements and Checklists for each item 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 Multi-Family Site Plan approval must first submit an application for project Concept Plan review.
- 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.

PRELIMINARY SITE PLAN REQUIREMENTS

The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and ten (10) eleven by seventeen (11 x 17) inch copies of the Preliminary Site Plan. Additional copies may be requested by staff as needed. Attach to the Preliminary Plan all necessary documentation and preliminary plan requirements as per the following Preliminary Plan Review Process Checklist. See Section 20.28 of the Payson City Subdivision Ordinance. Missing information may be cause for denial of application and/or Preliminary Plan. These Preliminary Plan 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 preliminary site plan prepared by a licensed land surveyor at an engineers' scale not more than one inch equals one hundred (100) feet, prepared in ink, or pencil and ink, with sheets numbered in sequence if more than one sheet is used.
- (2) _____ The date of the map, approximate true north point, graphic scale, and name of the project.
- (3) _____ A vicinity map indicating the location of property with respect to surrounding property and streets, the names of all adjoining property owners or the names of adjoining developments, the location and dimensions of all boundary lines of the property expressed in feet and decimals of a foot tied to at least two section corners, and the legal description of the property complete with Township, Range and Section lines.
- (4) _____ The location of existing streets, easements, water bodies, rivers, streams, and other pertinent features such as swamps, buildings, parks, cemeteries, drainage or irrigation ditches, bridges, or other features as determined by the Planning Commission.
- (5) _____ The location and width of all existing and proposed streets and easements, alleys, trails, and other public ways and easements, and proposed street rights-of-way. The location of all existing fire hydrants within one thousand (1000) feet of the subdivision and all proposed fire hydrants. The City Engineer will require a profile and cross section of all proposed streets.
- (6) _____ The location, dimensions, and areas of all proposed or existing lots complete with utility easements, lot numbers, proposed addresses (corner lots should include two addresses), square footage of each lot or parcel, and building setback lines. All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order.
- (7) _____ The location and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservations and open space dedications, with designation of the purpose thereof, types, and conditions, if any, of the dedication, preservation or reservation complete with an acreage tabulation of all open space areas.
- (8) _____ The location of solid waste receptacles, locations and dimensions of all parking areas and spaces (including handicapped), detailed information on all proposed signs, proposed setbacks, location and square footage and use of all existing and proposed structures, and location of walls or fences and type of materials.
- (9) _____ The name and address of the owner or owners of land to be subdivided, the name and address of the applicant if other than the owner, and the name of the land surveyor.
- (10) _____ Sufficient data acceptable to the City Engineer to determine readily the location, bearing, and length of all lines which would enable the Engineer to reproduce the lines upon the ground, and the location of all proposed monuments.
- (11) _____ Names of all new streets.

- (12) _____ All information required by the Planning Commission or staff after review of the Concept Plan.
- (13) _____ Explanation of drainage and site easements, if any.
- (14) _____ Explanation of reservations and conservation easements, if any.
- (15) _____ Owner's dedication and consent to record as required by applicable State law.
- (16) _____ Signature blocks for endorsement by the Mayor, City Engineer, City Recorder, Attorney, and County Recorder.
- (17) _____ All utility facilities existing and proposed throughout the subdivision and details for connection to City infrastructure.
- (18) _____ A plan designating limits of disturbance or building pads and utilities corridors and connections for each parcel and for subdivision improvements, such as utilities and roads.
- (19) _____ If the plan does not include all contiguous property of the owner of the subdivision, an indication of future use of the additional property.
- (20) _____ Indication of the nearest location of all public and private utilities.
- (21) _____ Appropriate contour lines and an indication of all slopes greater than thirty (30) percent.
- (22) _____ A vegetation or revegetation plan as required by this Title.
- (23) _____ 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.
- (24) _____ Detailed information regarding the proposed amenities (pictures of playground equipment, picnic tables, benches, etc.), a landscaping plan for all open space areas including an automatic underground sprinkling system, information on the maintenance of all open space areas and private streets, and a phasing plan, if applicable.

CONSTRUCTION PLAN REQUIREMENTS

The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and ten (10) eleven by seventeen (11 x 17) inch copies of the Construction Plans. Additional copies may be requested by staff as needed. Construction plans shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall be the same size as the Preliminary Plan. These requirements are the minimum and other information may be required as the need dictates.

The following list of features is intended to be as complete as possible. However, the applicant is responsible to include all features required by this Title, the Planning Commission, City Council or staff in the construction plans whether included in this list or not. Failure to show any feature required by this Title, the Planning Commission, City Council or staff may result in denial of the plan.

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

- (1) _____ Profiles showing existing and proposed elevations along centerlines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred (100) feet of the intersection shall be shown. Approximate radii of all curves, lengths of tangents, and central angles on all streets.
- (2) _____ The Planning Commission may require, upon recommendation by the City Engineer, where steep slopes exist, that typical cross-sections of all proposed streets be shown.
- (3) _____ Plans and profiles showing the locations of sidewalks, drainage easements, irrigation ditches, rights-of-way, manholes, and catch basins, street trees, street lights and signs, the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, fire hydrants, connections to any existing or proposed utility systems, and exact location and size of all water, gas, or other underground utilities or structures. All street monuments shall be indicated on the Construction Plans.
- (4) _____ Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, swamps, wetlands, buildings, features noted on the Official Zone Map, point of connection to proposed facilities and utilities within the subdivision,

and each tree or group of trees to be preserved. The water elevations of adjoining lakes or streams at the date of the survey, and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the City Engineer's or U.S.G.S. datum plane. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty (20) feet back from the ordinary high-water mark of such waterways.

- (5) _____ Topography at the same scale as the Preliminary Plan with a contour intervals of two (2) feet, referred to sea-level datum. All datum provided shall be the latest applicable U.S. Geodetic Survey datum and should be so noted on the plat.
- (6) _____ All other specifications, details, and references required by the Design Standards and Specifications, Construction Specifications, and Standard Drawings, including a site-grading plan for the entire project.
- (7) _____ Title, name, address, signature, and seal of the professional engineer preparing the plans, and date, including revision dates.
- (8) _____ A limits of disturbance and revegetation plan.

ADEQUATE PUBLIC FACILITIES REPORT REQUIREMENTS

The applicant shall supply the City with three (3) copies of the Adequate Public Facilities Report.

Please initial as being completed, or put N/A if waived by staff:

- (1) _____ Applications for Multi-Family Site Plan approval shall include an adequate public facilities report to determine the ability of existing City infrastructure to provide adequate water for culinary, irrigation and fire flow purposes, the proper handling of storm drainage, slope preservation, mitigation of impact on roads by construction and permanent traffic, impact on electrical facilities and ensuring safe access for users and emergency vehicles in accordance with City codes, standards, and all other adopted ordinances.

PUBLIC NOTIFICATION REQUIREMENTS

- (1) _____ Provide 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.

GUARANTEES

Acceptable guarantees for all required improvements must be posted following Final approval 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.

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 Ordinances as well as any other pertinent sections of the Payson City Ordinances, 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 _____