



## PROVIDENCE CITY

### Commercial Site Information Form

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_  
 Payment Form \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Clerk \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note: City Staff will NOT accept the application and fee payment if they are incomplete. Incomplete applications will NOT be processed or scheduled for review by the City.**

- **Application fees do not include professional firm fees, which will be billed separately.**
- **Engineered site plans may, at the City's discretion, be required. The City will contact the applicant if an engineered site plan is deemed necessary.**
- **Accessory buildings include sheds (over 200 sq ft) and all detached buildings (shop, garage, etc.)**

Initial \_\_\_\_\_

**A COMPLETE APPLICATION INCLUDES THE FOLLOWING:**

Submittal Requirements	Staff Check
\$100 application fee	_____
Completed, signed, and initialed Commercial Information Form	_____
Cache County Recorder's parcel map(s) of areas on the site plan	_____
Copy of Cache County GIS Parcel Summary <a href="http://66.232.67.238/Websites/Parcel%20and%20Zoning%20Viewer/">http://66.232.67.238/Websites/Parcel%20and%20Zoning%20Viewer/</a>	_____
A written/signed statement from the Owner of Record, stating that the Applicant may pursue approval of the concept plan and the property may be considered for development	_____
Storm Water Pollution Prevention Plan and Notice of Intent if applicable (see #10 below)	_____
Site Plan. The site plan must meet all the requirements for Commercial Zoned Districts in Providence City Code 10-8-5. The site plan must include: <ol style="list-style-type: none"> <li>1. Show north arrow, scale, building location, property lines, setbacks, abutting rights-of-way, parking layout, ADA parking and ramps, entrances to site, curbs, water and sewer lines, fire hydrants, fire lanes, storm drain lines and appurtenances.</li> <li>2. Show all existing fire hydrants within 300 feet.</li> <li>3. Show parking/loading computations for proposed use.</li> <li>4. Show connectivity with adjacent parking lots and interior private roadways.</li> <li>5. Show landscaping computations for proposed use.</li> <li>6. Provide rendered elevations for all exteriors. Include color renderings of design concept or intent, site elements, and building facades.</li> <li>7. Provide floor plans; include the proposed low floor elevation.</li> <li>8. Provide cross-sections of the site showing spatial relationships between all vertical elements (building, trees, berms, Light standards, etc.) as they relate to activities and use of streetscape, pedestrian, and parking areas.</li> <li>9. Provide lighting and signage plan for the entire site. Indicate how signs will be illuminated, their design and spatial relationship to other site amenities including buildings, and a graphic example of each type of sign. This does not take the place of a sign permit application.</li> <li>10. Provide storm water pollution prevention plan if you are disturbing one or more acres of land or if your lot is part of a "common plan of development or sale" you will need to file a NOI and a SWPPP. A "common plan of development or sale" is a plan to subdivide a parcel of land into separate parts for separate sale. All unfinished lots remain part of the same common plan of development or sale until they are completed, stabilized, and fulfilled according to the purposes of the plan.</li> </ol>	_____

<p>To obtain your NOI permit please visit: <a href="http://cdx.epa.gov">cdx.epa.gov</a>. You will create a log in and then access the Storm Water Permit Issuance System. There is a \$150 NOI fee, paid directly to the state when you file your permit. For SWPPP templates, visit <a href="http://construction.stormwater.utah.gov">construction.stormwater.utah.gov</a>.</p> <p>11. Provide cost estimates for site development, including but not limited to: landscaping, parking/loading areas, pedestrian areas.</p> <p>12. Summary data indicating the area of the site in the following classification: total area of the lot, total area and percentage of the site utilized by buildings, total area and percentage of the site in landscape area, total area and percentage of the site for parking areas (including the number of parking spaces).</p>	
If filing in person, provided an electronic copy of <b>ALL</b> submittals (flash drive or emailed is acceptable)	
If filing online, please submit physical copies of the complete application to the city office, 164 N Gateway Dr. Contact the Community Development staff for number and size of plan copies.	

**Applicant Information**

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information** (If applicant is not the property owner, the application **must** include the property owner’s information and written consent for the applicant to pursue the permit)

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Parcel Tax ID: \_\_\_\_\_

**Project Information**

Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Name of business \_\_\_\_\_ Type of commercial use (restaurant, office, etc): \_\_\_\_\_  
Zone \_\_\_\_\_ Actual structure height \_\_\_\_\_ Initial \_\_\_\_\_  
Actual structure setbacks (front yard) \_\_\_\_\_ (side yard) \_\_\_\_\_ (side yard) \_\_\_\_\_ (rear yard) \_\_\_\_\_ Initial \_\_\_\_\_

**Contractor Information**

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Stormwater Notice of Intent (NOI) Information**

NOI No. UTR \_\_\_\_\_ Permit issued to: \_\_\_\_\_

Property owner and contractor shall have responsibility to determine grades, and final placement and elevations of footings/foundations. Property owner and contractor shall be responsible for compliance with all state, national and local building codes and ordinances. Initial \_\_\_\_\_

Approval by the city of any application submittal or paperwork does not alleviate the owners from their responsibility to understand and conform to local, state and federal laws. Providence City’s approval is not intended to and cannot be construed to allow any laws to be violated. Initial \_\_\_\_\_

By signing this document, you agree that Providence City will bill you for any and all professional firm fees as they arise throughout the approval process. This is in addition to application fees. All subdivisions require engineering review throughout the approval process, such as but not limited to reviews of development agreements, construction drawings, preliminary and final plats, and inspections. These services are billed by our city engineer at an hourly rate. Some subdivision applications may also require legal review. Other applications, such as but not limited to conditional uses, may also require engineering and/or legal review at the City's discretion. You agree to reimburse the City for all such costs, whether or not you were forewarned about such costs, and that the City cannot predict all situations in which professional services may be required in order to process your application.

Initial \_\_\_\_\_

### **All Applicants Must Read the Following Before Signing This Application**

The granting of a zoning permit does not override any federal, state, or local building code or authorize any individual to violate any local law or ordinance. Approval of this permit does not constitute a representation by the City that it will be liable for any issues arising from the construction of homes and other structures in a Sensitive or Hazard Area. It is the responsibility of the property owner to comply with all relevant local, state, and federal laws and regulations, including but not limited to Providence City Code 10-5 outlined below:

Sensitive and Hazard Areas:

1. JURISDICTIONAL WETLANDS: As Defined by the US Army Corps of Engineers
2. STEEP SLOPES: Where the rise or fall of the land is equal to or exceeds 30% over a horizontal distance of 50 feet or greater measured perpendicular to the contour lines.
3. NATURAL WATERWAYS OR OPEN WATER: Including but not limited to: rivers, creeks, or streams. Identified as those areas where surface waters flow sufficiently to produce a defined channel or bed.
4. FLOODPLAINS: See definitions in Chapter 16 Section 3 of this Title.
5. CRUCIAL WILDLIFE HABITAT AREAS: As identified by the State Division of Wildlife Resources (DWR)
6. GEOLOGICAL HAZARD AREAS: Earthquake fault lines or areas prone to debris flows, landslides, high or extreme liquefaction potential, and rock falls as identified by the US Geological Survey (USGS)
7. WILDFIRE HAZARD AREAS: Areas of the City designated as having moderate to extreme potential for wildfire hazards as identified by the City.
8. HAZARD WATER TABLE AREA: An area where potential ground water levels may occur within 12 feet of the natural grade.

By submitting this application, I affirm that I have read and understand the Title 10 Chapter 5 requirements for construction on property in the Sensitive or Hazard Area. I understand that the City is not liable for any issues which may arise because of the construction of structures in the Sensitive or Hazard Areas of the City. The property owner and their agents assume all liability for placing structures in this area of the City. I hereby certify that I am the property owner or authorized agent and I have read and examined this application and understand that the City has no liability. I accept responsibility for all soils and hazardous conditions on the site.

**I declare under penalty of perjury that I am making this application of my own free will and choice and that the statements, answers, and documents submitted in connection with this application are true and correct to the best of my knowledge.**

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Signature of Applicant

Printed Name

Date



**PROVIDENCE CITY BUILDING DIVISION CONSTRUCTION POLICIES**  
(Required for all zoning permit applications)

**1. Zoning requirements**

- a. Site plan required to be on site at footing inspection
- b. Property corners to be marked and staked for inspection

**2. Lot ID**

- a. Posting of a lot ID sign is required during construction for inspections and emergency services. This sign is provided by the City and shall be posted by the first scheduled inspection and visible from the street.

**3. Toilets**

- a. The IPC and OSHA require a toilet on site during construction and in place prior to the first inspection. This has to be accessible to all workers in the area and requires the cooperation of all.

**4. Water Meter**

- a. Unauthorized use of City water will result in a fine and a stop work order on the property.
- b. Meter and sewer clean outs are not allowed to be encased or surrounded in concrete. (Contact the Public Works for the required specs.) The moving cost will be the responsibility of the owner.

**5. Streets/Sidewalks**

- a. No material will be allowed on public streets or sidewalks. "Material" is defined as construction products, or any size or dimension of aggregate. (See Providence City's specs.)
- b. Dirt piled over curb and sidewalk requires a minimum 4" pipe installed to allow drainage to the gutter. This temporary (180 days) blockage to the sidewalk requires safety tape or cones to divert traffic.
- c. All sidewalks, curbs, gutters, and streets associated with the property are to be kept clean during construction with a final cleaning required prior to final occupancy.
- d. Construction sites should be kept clean and all debris contained to that site.

**6. Elevations**

- a. I accept responsibility for all the soils and hazard conditions of the site. Approval of this permit does not constitute a representation by the City that the building at any specified elevation will solve any ground water, slope or hazard condition. The solution to this problem is the sole responsibility of the permit applicant, agent, or property owner.

**7. Final Occupancy**

- a. Occupying the building prior to final occupancy will result in revocation of the \$500 power bond. After the initial inspection, the Building Official will determine whether any furniture can be moved into the house or garage.

**8. Temporary Occupancy**

- a. Will only be issued with special permission. Temporary permits will expire after 30 days of issue and the construction bond will be forfeited if work is not completed

**9. Permits**

- a. Plan review and permit fees are good for 180 days. Only the permit portion will be refunded, after a written letter of request is received. No fees will be refunded after this period has expired.

**By signing below, I state that I have read and agree to the above terms and understand that I am the responsible party for the information contained on this sheet.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
On Behalf Of

\_\_\_\_\_  
Date



## APPLICATION FOR CONNECTION TO THE PROVIDENCE CITY WATER SYSTEM

(Required only for applications for new home/commercial construction)

I hereby apply to Providence City for permission to connect my residence at \_\_\_\_\_ to the Providence City water system and receive water services thereby provided. I agree to the following:

1. Providence City will install a water meter for the premises when the service line and meter set is in and has been accepted by the City.
  - a. This acceptance is also contingent upon any changes or alteration to grade of landscape made by the homeowner/builder around the meter set. These changes must also meet Providence City specifications.
2. If a homeowner/builder is required to make a connection to the Providence City water system, all costs of this connection, service line, meter set and permits shall be paid by the homeowner/builder.
  - a. Applicant shall purchase an excavation permit.
  - b. Applicant shall post an \$800 bond with the City, \$750 refundable upon satisfactory acceptance by the City.
  - c. Installation shall follow all guidelines of Providence City standard specifications (a copy is available for purchase at the City Office).
  - d. All work shall be inspected by the City. If not approved, the applicant will have the problems rectified at his expense to meet Providence City requirements.
  - e. Any connection and service line made from the City's main line up to and including the meter shall remain the property of the City, and Providence City shall have access thereto at all times.
    1. Cost for installation and maintenance of service lines, including homeowner connection to the meter setter is the sole responsibility of the homeowner/builder.
3. The applicant understands that the billing for water service begins once the meter is set. The time frame for setting of the water meter needs to be scheduled with Providence City Water Dept.
  - a. Providence City shall have 30 days in which to install the requested water meter after payment of all fees and satisfactory inspections have been completed. Providence City Water Dept. reserves the right to evaluate the feasibility of a water service or water meter being installed between November 1 and April 1.
4. No water meter set shall be installed in a sidewalk, driveway or encased in concrete. Providence City shall have a minimum of an 18 inch unobstructed radius from the center of the lid and free access to the lines and meters installed under this agreement at reasonable times, through applicant's property if necessary.
5. Sprinkler systems or other possible contamination sources on the homeowner's property that connect to the City water system shall have approved backflow assemblies installed and registered with the City.
6. Applicant hereby agrees to abide by all rules, regulations, resolutions or ordinances enacted or adopted by the governing body applicable to the Providence City Water System.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
On Behalf Of

\_\_\_\_\_  
Date



**APPLICATION FOR CONNECTION TO THE PROVIDENCE CITY SEWER SYSTEM**  
(Required only for applications for new home/commercial construction)

I hereby apply to Providence City for permission to connect my premises at \_\_\_\_\_ to the Providence City sewer system. I agree to the following:

1. Providence City will allow the applicant to connect to the sewer trunk line or the service line extension, if one exists.
2. Applicant will obtain an excavation permit and comply with it if connection to the trunk line is required.
  - a. Applicant shall purchase an excavation permit.
  - b. Applicant shall post an \$800 bond with the City, \$750 refundable upon satisfactory acceptance by the City.
  - c. Installation shall follow all guidelines of Providence City standard specifications (a copy is available for purchase at the City Office).
  - d. All work shall be inspected by the City. If not approved, the applicant will have the problems rectified at his expense to meet Providence City requirements.
  - e. Applicant will bear all the costs associated with the permits, excavation, pipe, installation, backfill, compaction, and repair of curbs, sidewalks and streets.
  - f. Applicant shall use the mechanical connection apparatus approved by the Public Works Director.
  - g. All materials used that are placed on City property shall become the property of Providence City.
  - h. Applicant shall call for a City inspector 48 hours prior to any work beginning on a City right-of-way. All work shall be inspected prior to backfill.
3. Before making connection with the sewer system, applicant shall cause the plumbing upon the premises to be inspected by the municipality, and if it is not approved, it shall be rectified at the applicant's expense.
4. The Providence City Water Department reserves the right to evaluate the feasibility of installing a sewer connection between November 1 and April 1.
5. Providence City shall maintain all sewer trunk lines in the City, but it shall be the responsibility of the home owner to maintain the line on the premises and to the junction with the sewer trunk line, commonly known as the "Y".
6. Applicant agrees to abide by all rules, regulations, resolutions or ordinances enacted or adopted by the governing body applicable to the Providence City Sewer System.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
On Behalf Of

\_\_\_\_\_  
Date