



Providence City Application for Appeal of A Land Use Authority Decision

FOR OFFICE USE ONLY

Date _____
 Payment Form _____
 Amount _____
 Receipt # _____
 Clerk _____

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.

Initial _____ Name _____

Date _____

SUBMITTAL REQUIREMENTS

- A complete application, including a written statement as outlined below
- \$100 application fee
- A site plan detailing the request
- Cache County Recorder's plat map of the property
- An electronic copy of all submittals (flash drive or emailed is acceptable)

Staff Check

Applicant Information (all information MUST be provided)

Name _____

Address _____

Phone _____ Email _____

Party Responsible for Payment (if different than applicant)- the individual/firm to whom any and all professional services invoices (attorney/engineer/etc.) will be sent and who will be responsible for payment of such invoices.

Name _____

Address _____

Phone _____ Email _____

APPEAL INFORMATION (per Providence City Code §2-5 and Utah Code Annotated §10-9a-703-708, 801)

If you are appealing a decision of the Providence City Land Use Authority, your statement must address the following:

- What decision are you appealing?
- What date was the written decision issued?
- In what manner of law or ordinance does the order, decision or determination err?
- What remedy is being sought to correct the error?
- Appeal requests MUST be filed no later than fifteen (15) calendar days from the date of the written decision applying the land use ordinance. Payment of the application fee does NOT constitute acceptance of the application or guarantee that the appeal will be heard. The application still must be reviewed for completeness and timeliness.

WRITTEN STATEMENT (attach additional sheets if necessary)

Once the application has been received and reviewed for completeness, City Staff will schedule a meeting with the Providence City Appeal Authority, which shall be not more than thirty (30) days from the time the application is determined to be complete.

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** _____ **Name** _____

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** _____

I declare under penalty of perjury that I am the owner or authorized agent for the property which is the subject of application, and that the statements, answers, and documents submitted in connection with this application are true and correct to the best of my knowledge.

Signature of Applicant Printed Name Date

The following is a general summary of which body reviews each land use application in Providence City. Public hearings may be required by the Planning Commission and City Council, as shown below. This matrix does not include zoning clearance/permits for new single-home construction or for business licenses, both of which are reviewed and approved by city staff.

Application	Executive Staff	Land Use Authority	Planning Commission	Public Hearing	City Council	Public Hearing	Appeal Authority	Filing Fee ¹
Code Amendment	✓	----	✓	✓ ²	✓	----	----	\$100
Annexation	✓	----	----	----	✓	✓	----	\$150
Rezone	✓	----	✓	✓	✓	----	----	\$100
Conditional Use	✓	✓	----	----	----	----	----	\$100
Subdivision Concept Plan	✓	----	----	----	----	----	----	\$300
Preliminary Subdivision Plat	✓	----	✓	----	----	----	----	\$400
Final/Amended Subdivision Plat ³	✓	----	✓	----	✓ ⁴	----	----	\$600
Site Plan	✓	✓	----	----	----	----	----	\$50
Lot Consolidation ⁵	✓	----	✓	----	----	----	----	\$50
Exception to Title ⁶	✓	----	✓	----	✓	----	----	\$100
General Plan Amendment	✓	----	✓	✓	✓	----	----	\$100
Right-of-Way Vacation	✓	----	✓	----	✓	✓	----	\$100
Variance/ Appeal	----	----	----	----	----	----	✓	\$100

¹ Filing Fees do **not** include professional firm review fees. Those will be billed to the applicant separately.

² Public Hearing required at Planning Commission only when the proposed code amendment is related to land use.

³ Construction drawings are reviewed/approved by the City Engineer and Public Works Director.

⁴ The City Council does not review the final plat itself, but rather reviews and approves the development agreement associated with the final plat.

⁵ Lot consolidations are only required to have City approval when they are in a platted/recorded subdivision.

⁶ Developers may ask for an exception from the requirements of the Providence City Subdivision Code (Title 11) through this process. All other variance/exception requests shall be handled by the Appeal Authority.