



PROVIDENCE CITY APPLICATION FOR A REZONE OF PROPERTY

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. Application fees do not include professional firm fees, which will be billed separately.

Initial _____ Name _____

Date _____

SUBMITTAL REQUIREMENTS

- \$100 application fee
- Cache County Recorder's parcel map(s) of areas proposed for rezone
- Names/addresses of affected entities, as defined by UCA 10-9a-103
- Names/addresses of adjacent property owner(s)
- Property owner's consent for the rezone to be pursued¹
- An 11"x17" map showing the area(s) proposed for rezone
- Combined legal description of the area(s) proposed for rezone
- A written statement of the purpose for the rezone request
- 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 _____

Property Information (Information must be provided for ALL parcels requesting rezoning. Attach additional sheets if necessary)

Parcel 1

Owner of record _____
 Owner address _____
 Owner phone _____ Owner email _____
 Parcel address _____
 Parcel Tax I.D. _____
 Current zoning _____ Requested zoning _____

¹ Not required if owner of record is the same as the applicant. If more than one parcel is proposed for rezone, the application must include written consent from the owners of ALL parcels proposed for rezone.

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 ²
Code Amendment	✓	----	✓	✓ ³	✓	----	----	\$100
Annexation	✓	----		----	✓	✓	----	\$150
Rezone	✓	----	✓	✓	✓	----	----	\$100
Conditional Use	✓	✓		----	----	----	----	\$100
Subdivision Concept Plan	✓	----	----	----	----	----	----	\$300
Preliminary Subdivision Plat	✓	----	✓	----	----	----	----	\$400
Final/Amended Subdivision Plat ⁴	✓	----	✓	----	✓ ⁵	----	----	\$600
Site Plan	✓	✓	----	----	----	----	----	\$50
Lot Consolidation ⁶	✓	----	✓	----	----	----	----	\$50
Exception to Title ⁷	✓	----	✓	----	✓	----	----	\$100
General Plan Amendment	✓	----	✓	✓	✓	----	----	\$100
Right-of-Way Vacation	✓	----	✓	----	✓	✓	----	\$100
Variance/ Appeal	----	----	----	----	----	----	✓	\$100

² Filing Fees do **not** include professional firm review fees. Those will be billed to the applicant separately.

³ Public Hearing required at Planning Commission only when the proposed code amendment is related to land use.

⁴ Construction drawings are reviewed/approved by the City Engineer and Public Works Director.

⁵ The City Council does not review the final plat itself, but rather reviews and approves the development agreement associated with the final plat.

⁶ Lot consolidations are only required to have City approval when they are in a platted/recorded subdivision.

⁷ 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.