



PROVIDENCE CITY APPLICATION FOR APPROVAL OF A SITE PLAN

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

Staff Check

- \$50 application fee
- Cache County Recorder's parcel map(s) of areas on the concept plan
- Four (4) copies of the 24"x36" plat and one (1) copy of the 11"x17" site plan (include dimensions from top back of curb to property line)
- Geotechnical report submitted by a credible agency/registered professional
- An electronic copy of **ALL** submittals (flash drive or emailed is acceptable)

Applicant (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 (all information **must** be provided)

Owner of record _____

Address _____

Phone _____ Email _____

Project (all information **must** be provided)

Project name _____

Project location _____

Phase _____ Acreage of phase _____ Total phases in project _____

Parcel Tax ID _____ Zone _____ Height _____ Initial _____

Setbacks (front yard) _____ (side yard) _____ (rear yard) _____ Initial _____

Architect/Engineer/Surveyor (all information **must** be provided)

Name _____

Address _____
 Phone _____ Email _____

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 _____**

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.

 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 |

| FOR OFFICE USE ONLY | | | |
|---------------------|-----------|-----------|-----------------|
| Application Fee | Date Paid | Receipt # | Clerk Signature |
| \$50 | | | |

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.