



Providence City, UTAH

Submission Process for Executive Staff

Executive Staff is generally held on Wednesday. To be considered for review, **all** hard copies of the required information must be received on or before 7 days before the meeting. While we require electronic copies, the submission is not considered complete until **all** required hard copies are received and the application fee paid. Applicants should sign the submission sheet when dropping of applications and plans. Please make sure the description of the item is specific.

- Submission:
 - First time submission.
 - Items received on or before 7 days before the meeting (2:00 p.m. Wednesday) will be handed out at the next executive staff meeting and reviewed the following week.
 - Re-review submission.
 - Items received on or before 7 days before the meeting will be reviewed at the following meeting.
- All items must be stamped and scanned before they are distributed to executive staff members.
- Review notes are taken during the executive staff meeting. Clerical staff will finalize the notes as quickly as possible. The finalized notes are generally (not guaranteed) emailed to the Applicant within 2 days.

Providence City Code References:

PCC 11-3-1:A [Concept Plan]

Complete application: Providence City has thirty (30) days to review an application for completeness. At that time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the application is denied; professional fees for review may be billed.

1. *A complete application must include information indicating the total acreage (total acreage includes all property within the parcel(s) and all phases whether current or future) of the proposed development.*
2. *In addition to lot and street layout, a concept plan shall show all non-developable sensitive areas and all potentially developable sensitive areas within the boundaries of the development and within one hundred feet (100') of the development.*

Indoor and outdoor water use calculations (PCC 8-1-21).

Cache County GIS Parcel Summary

PCC 11-3-2:C [Preliminary Plat]

Submittal: Four (4) copies (20"x30" minimum , 24" x 36" maximum size) and one (1) 11" x 17" copy of the preliminary plat shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.

PCC 11-3-2:F [Preliminary Plat]

Complete application: Providence City has thirty (30) days to review an application for completeness. At that time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the application is denied, the application fee may be refunded; professional fees for review may be billed. To be considered complete, an application must contain the following:

1. *a completed Providence City Application Form;*

2. *payment of the application fee;*
3. *the proposed preliminary plat and all required copies;*
4. *a title report shall also be submitted which indicates in whom the fee simple title to such property is vested and any liens or encumbrances thereon;*
5. *a copy of the City's written approval of the concept plan.*

11-3-3: FINAL PLAT: *A final plat application cannot be submitted to the City prior to approval of the preliminary plat. The following information and a complete set of construction drawings, including the storm water pollution prevention plan and the engineer's cost estimates shall be submitted for review:*

- A. *Preparation: The final plat shall be prepared in accordance with all the requirements of the City. The final plat shall be prepared by a land surveyor, licensed in the State. The top of the plat shall be either north or east, whichever accommodates the drawing best.*
- B. *Description And Delineation: See Providence City Code 11-3-3 for the complete list.*
- C. *Development Agreement: The developer shall enter into and sign an agreement with the City, which shall indicate a timetable for completion of the final improvements as listed in the preliminary and final plat. This agreement will be submitted to the City Council for approval. (Ord., 4-9-1996)*
- D. *Submittal: Four (4) copies (20"x30" minimum, 24" x 36" maximum) and one (1) 11" x 17" copy of the final plat and construction drawings shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.*

Final Plat Application Package:

1. Completed Application
2. Payment of Fee
3. Proposed Final Plat and a required copies (4 copies 24"x36", 1 copy 11"x17")
4. Complete set of proposed construction drawings (2 copies 24"x36", 1 copy 11"x17")
5. Storm water pollution prevention plan
6. Engineer's Cost Estimates
7. Electronic Copy