



# 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.**

Date \_\_\_\_\_ Initial \_\_\_\_\_ Name \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- A complete application, including a written statement as outlined below
- \$100 application fee
- A site plan detailing the request
- Current Cache County Recorder’s plat map of the property
- Official recorded final plat including any notes
- 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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 <sup>1</sup>
Code Amendment	✓	----	✓	✓ <sup>2</sup>	✓	----	----	\$100
Annexation	✓	----	----	----	✓	✓	----	\$150
<b>Rezone</b>	✓	----	✓	✓	✓	----	----	\$100
<b>Conditional Use</b>	✓	✓	----	----	----	----	----	\$100
Subdivision Concept Plan	✓	----	----	----	----	----	----	\$300
Preliminary Subdivision Plat	✓	----	✓	----	----	----	----	\$400
Final/Amended Subdivision Plat <sup>3</sup>	✓	----	✓	----	✓ <sup>4</sup>	----	----	\$600
Site Plan	✓	✓	----	----	----	----	----	\$50
Lot Consolidation <sup>5</sup>	✓	----	✓	----	----	----	----	\$50
Exception to Title <sup>6</sup>	✓	----	✓	----	✓	----	----	\$100
General Plan Amendment	✓	----	✓	✓	✓	----	----	\$100
Right-of-Way Vacation	✓	----	✓	----	✓	✓	----	\$100
Variance/ Appeal	----	----	----	----	----	----	✓	\$100

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

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

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

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

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

<sup>6</sup> 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.