



# PROVIDENCE CITY

## City Code Amendment Information Form

FOR OFFICE USE ONLY	
Date	_____
Payment Form	_____
Amount	_____
Receipt #	_____
Clerk	_____

Date \_\_\_\_\_

**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 \_\_\_\_\_**

**A COMPLETE APPLICATION INCLUDES THE FOLLOWING:**

Submittal Requirements	Staff Check
\$500 application fee	
Completed, signed and initialed City Code Amendment Information Form	
<ul style="list-style-type: none"> <li>• A written statement specifically outlining the following:</li> <li>• The purpose of the code amendment request</li> <li>• The reasons justifying the code amendment request</li> <li>• The manner in which the proposed amendment would further promote Providence City Code and the City General Plan</li> </ul>	
A complete redline draft of the proposed code amendment	
A clean version of the section of current code proposed for amendment	
If filing in person, provide electronic copy of <b>ALL</b> submittals (email or flash drive is acceptable)	
If filing online, please submit physical copies of the complete application to the city office, 164 N Gateway Dr.	

**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 \_\_\_\_\_

**Written Statement of Request** (attach additional sheets if necessary)

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

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 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.**

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Signature of Applicant

Printed Name

Date