



PROVIDENCE CITY Concept Plan 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.

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

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

Submittal Requirements	Staff Check
\$300 application fee	
Completed, signed and initialed Concept Plan Information Form	
Concept plan prepared in accordance with Providence City Code 11-3-1	
Cache County Recorder's parcel map(s) of areas on the concept plan	
Copy of Cache County GIS Parcel Summary http://66.232.67.238/Websites/Parcel%20and%20Zoning%20Viewer/	
A written/signed statement from the Owner of Record, stating that the Applicant may pursue approval of the concept plan and the property may be considered for development	
If filing in person, provided an electronic copy of ALL submittals (flash drive or emailed is acceptable)	
If filing online, please submit physical copies of the complete application to the city office, 164 N Gateway Dr. Contact the Community Development staff for number and size of plat copies.	

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 _____
Parcel Tax ID _____ Acreage _____

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

Project Name _____
Project Location _____
Total Phases in Project _____ Zone _____
Set Backs (front yard) _____ (side yard, street) _____ (side yard-interior) _____ (rear yard) _____

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 _____

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.

Signature of Applicant

Printed Name

Date