



PROVIDENCE CITY APPLICATION FOR APPROVAL OF A FINAL/AMENDED SUBDIVISION PLAT

Please Note: Incomplete applications will NOT be processed or scheduled for review by the City. City Staff may accept the application and fee payment if they are incomplete. Applicants will be contacted to provide missing information. Application fees do not include professional firm fees, which will be billed separately to the applicant.

Date_____

SUBMITTAL REQUIREMENTS

- \$600 application fee
- Cache County Recorder's parcel map(s) of areas on the final plat
- Four (4) copies of the 24"x36" plat and one (1) copy of the 11"x17" plat
- Construction Drawings (2-24"x36" copies and 1-11"x17" copy)
- Cost estimates for improvements
- Notice of Intent (filed w/State of Utah)
- Storm Water Pollution Prevention Plan
- An electronic copy of all submittals (flash drive or emailed is acceptable)

Staff Check

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

Name_____

Address_____

Phone_____ Email_____

Property (if Owner of Record is different than Applicant, the application **must** include a written statement from the Owner of Record consenting to the Applicant's pursuit of a final plat approval or amendment)

Owner of Record_____

Address_____

Phone_____ Email_____

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

Project Name_____

Project Location_____

Phase_____ Acreage of Phase_____ Total Phases in Project_____

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

Name_____

Address_____

Phone_____ Email_____

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 Plat³	✓	----	✓	----	✓ 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
\$600			

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.