

PROJECT NUMBER _____



Town of Payson
Community Development Department
303 North Beeline Highway
Payson, AZ 85541

Phone : 928-472-5034 • Fax : 928-472-7490 • TDD: 928-472-6449

www.paysonaz.gov • building@paysonaz.us

PLANNING AND ZONING APPLICATION

The undersigned applicant(s) hereby applies for:

- | | | |
|---|---|---|
| ☐ ADU | ☐ Dev. Agreement, PAD, SPD | ☐ Mobile Storage |
| ☐ Administrative Appeal | ☐ Dev. Master Plan | ☐ Preliminary Subdivision Plat |
| ☐ Administrative Relief | ☐ Final Subdivision Plat | ☐ P&Z Commission Appeal |
| ☐ Annexation | ☐ General Plan, Land Use Amendment | ☐ Temporary Use Permit |
| ☐ Code Amendment | ☐ Guest Quarters | ☐ Variance |
| ☐ Conditional Use Permit | ☐ Minor Land Division | ☐ Zone Change |

Project Address: _____ **Tax Parcel Number:** _____ - _____ - _____
Property Owner: _____ **Lot Number:** _____
Name of Applicant(s): _____ **Phone #:** (_____) _____ - _____
Mailing Address: _____
Town: _____ **ST:** _____ **Zip:** _____
Contact Person: _____ **Phone #:** (_____) _____ - _____
E-mail: _____
Detailed Description of Request: _____

(Note: Additional Description area can be included in an attachment)

Certification: I hereby certify that the data submitted on or with this application is true and correct, that I am the owner of the property at this address, or that for the purpose of obtaining this approval I am an authorized agent in his/her behalf.

Print Name

Signature

Date

DEPARTMENT USE ONLY		
	Date	Initials
Date Filed		
Complete Application		
Newspaper Publication		
300' Notification Mailout		
Posting Date		

DEPARTMENT USE ONLY		
Fee	Date	Method

PLANNING AND ZONING APPLICATION SUBMITTAL REQUIREMENTS

Submittal	Required Items	Submittal	Required Items
ADU	A,B,G,N	Final Subdivision Plat	A,B,C,I,N
Administrative Appeal	A,B,D,E,N	General Plan Amendment	A,B,C,D,E,F,N
Administrative Relief	A,B,C,G,N	Guest Quarters	A,B,G,N
Annexation	A,B,N	Mobile Storage Units	A,B,G,N
Appeals	B,N	Minor Land Division	A,B,C,J,N
Code Amendment	A,B,D,E,N	Preliminary Subdivision Plat	A,B,C,D,E,K,M,N
Conditional Use Permit	A,B,C,D,E,G,M,N	Temporary Use Permit	A,B,C,E,G,N
Dev. Agreement, PAD, SPD	A,B,C,I,N	Variance	A,B,C,D,E,G,M,N
Dev. Master Plan	A,B,C,H,N	Zone Change	A,B,C,D,E,F,G,M,N

- A. Pre-Application conference with Community Development Department staff or when abandonment of Rights of Way or easements are involved, confer first with the Public Works and Fire Department staffs.
- B. Completed Town application form, which shall include a detailed description of request or the specific grounds for an amendment, an appeal, or a variance.
- C. Proof of ownership of the subject property or a notarized principal/agent form.
- D. A 300' radius map of the subject property to include surrounding properties - Staff may provide assistance with this item
- E. Names and addresses of all property owners within 300' of the subject property (100' for TUPs only)-Staff may provide assistance with this item
- F. Legal description of the subject property.
- G. Site plan, drawn to scale (usually 11"x17") and accuracy, commensurate with its purpose. As a site plan is specific to a particular situation, confer with the Community Development Department to determine the information required. (i.e. locations of structures and buildings, building floor plans and elevations, parking areas and accesses, trees and vegetation, signage, drainages, rights of way, easements, etc.)
- H. Electronic copy of the plan drawn to scale and accuracy, commensurate with its purpose, and shall include the proposed lotting, land use, street patterns, phasing, and methods for sewage disposal, water supply and storm drainage.
- I. An electronic copy of the plat, a letter of transmittal and recordation fee, a computer closure of the property, a landscaping plan, evidence of agency of the subdivider for owners, performance contract, and a letter of commitment to provide assurance of construction.
- J. An electronic copy is required for review, before the 1 mylar, with required data as determined by the applicable review authorities, are submitted for recording.
- K. An electronic copy of the plat and required supporting data prepared in accordance with Sections 15-09-010 (E) & 15-07-002, one electronic copy, and two copies of a preliminary title report of the proposed subdivision.
- L. A detailed description of the proposed Development Agreement; for PADs, the specific development plan with the information required by Section 154-02-007, of the UDC; for SPDs, the specific development plan with the information required by Section 154-02-011, of the UDC.
- M. A Citizen Participation Plan is required per UDC Sections 154-09-013 and 154-09-014. Guidelines will be discussed during the pre-application conference. Note: Variances for Single Family Residential properties uses do not require a Citizen Participation Plan.
- N. Payment of appropriate filing fees (see next page).

SUBMITTAL	FEE
ADU/Guest Quarters	\$250
Administrative Relief/Review	\$100
Amended Subdivision Plat	50% of original fee
Annexation	\$500 + \$100/acre over 5 acres (max \$3,000)
Appeal	\$600 (Council/Brd of Adj. may refund all or portion of this fee)
Code Amendment	\$1,000
Conditional Use Permit	\$900/ \$600 if SFR + Recordation fees
Continuation of Hearing	\$55 (After legal ad/Public Notice)
Development Agreement	\$2,000 (Includes \$500 Legal Dept. Review)
Development Master Plan	\$400
Final Subdivision Plat	\$2,300 plus \$25/lot/tract/parcel + Recordation fees
General Plan	\$4,000 major / \$2,500 minor
Minor Land Division	\$250 + Recordation fees
Mobile Storage Unit	\$50
Preliminary Subdivision Plat (>10 lot/tract/pcl)	\$2,000 + \$50 per lot/tract/parcel
Preliminary Subdivision Plat (<10 lot/tract/pcl)	\$600 + \$50 per lot/tract/parcel
Temporary Use Permit	See Fee Schedule
Variance (SFR-owner occupied)	\$600
Variance (other than SFR)	\$750
Zone Change	\$2,000

TOWN OF PAYSON
PRINCIPAL / AGENT FOR ZONING SUBMITTALS

A **Principal** (owner) / **Agent** (acts for the owner) **relationship** has been created between

_____ [Principal(s)] and

_____ (Agent),

For the purpose of:

Principal
(Need both signatures, if husband and wife)

Principal

The foregoing Principal / Agent Relationship Statement was signed before me this _____ day of _____, 20____, by _____ [Principal(s)], known to me to be the person(s) who signed said statement.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary

Public

My commission expires: