



Site Plan Revision Application

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 825-1477 ext 4

Website: www.syracuseut.com

Fax: (801) 614-9626

Email: planning@syracuseut.com

Updated 7-10-17

Project Information

Subdivision Name:		Approximate Address:	
Acreage of Land:	Number of Lots:	Zoning of Property:	

Brief Description of Purpose for Subdivision

Property Owner Contact Information (if more than one property owner, attach additional sheets as necessary)

Property Owner(s):				
Address:		City:	State:	Zip:
Phone (Office):	Phone (Cell):	Email:		

Applicant Contact Information (if different from owner)

Applicant Name:				
Address:		City:	State:	Zip:
Phone (Office):	Phone (Cell):	Email:		

NOTE: The applicant shall furnish the information on this form for the purpose of identification and expediting the request in full knowledge of the following information: The applicant hereby claims awareness that this application and all information contained herein may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of the information on this application will be only for necessary completion and execution of the requested transaction. If the applicant so chooses not to supply any requested information, the applicant accepts the additional time in processing the request or the inability to process the application at all. If the applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Community Development Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that this Subdivision Plat application complies with all required conditions and standards of the Syracuse City Land Use Ordinance. I understand that submitting this application does not guarantee approval and that such approval is subject to the discretion of the Syracuse City Land Use Authority, in that the plan must meet all requirements of the Syracuse City Code, Title X. I hereby accept responsibility for meeting all requirements outlined herein, including the payment of all fees and attending all City Land Use Authority meetings as notified by the City Community Development Department, and understand that failure to do so may result in postponement of any action by said Authority. I also understand that any approval of the requested Subdivision Plat by City Council is valid for a period of twelve months.

Applicant Signature

Date

FOR OFFICE USE ONLY			
Date Received and Paid:	Received by:	Receipt #	Application and Noticing Fees: \$250 Application Fee \$ 250 \$ 50 per Lot _____ Lots \$ _____ \$ 6 per Public Notice Sign _____ Signs \$ _____ Total \$ _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____			
Land Use Authority Date:			
City Council Decision and Date:			

Guidelines and Checklist

DISCLAIMER: *The City is providing the following information as a service to those wishing to apply for approval of a Subdivision Plat for property within Syracuse City limits. No one shall consider this form as comprehensive in representing the obligations of the applicant. In the event of a conflict or discrepancy between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

For the purposes of noticing the public of a land use decision related to a new Subdivision, the applicant shall provide the Community Development Department, as required by City Ordinance, with the following:

Description	Fee	Comments
Application	\$250 +\$50 per lot	Fee includes initial City Planning and Engineering staff review and ONE set of initial plat corrections as identified by City planning and engineering staff
Public Notice Signs	\$6 per sign	Sign required per road frontage abutting subject property
Noticing	\$1 per address	Fee includes cost of stamps, property lists from County, staff time, etc.

Prior to submitting this type of application, the Syracuse City Community Development Department encourages applicants to contact City staff for assistance in addressing and understanding all requirements for a Subdivision Plat application. This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible. City staff will not process incomplete applications, so please include the following:

Applicant to read and check each box to acknowledge understanding of all requirements

- Completed and signed Subdivision Plat Application
- Application and noticing fee payment per the current Syracuse City Fee Schedule
- Mailing list of adjacent property owners within 300 feet of subject property
- Three standard 22"x34" drawings and one 11"x17" drawing of proposed Subdivision Plat
- Other supporting materials as applicable

Before recording of the Subdivision Plat, the applicant will need:

- Planning Commission approval
- City Council approval

Should you have any questions regarding the application materials, process, or laws and ordinances governing plat approvals, please feel free to contact the Community Development Department at 801-825-1477 ext.4. You may access the Syracuse City Municipal Code and Fee Schedule on the internet at www.syracuseut.com. We look forward to working with you.