



**PROVIDENCE CITY**  
**Preliminary Subdivision Plat Information Form**

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_  
Payment Form \_\_\_\_\_  
Amount \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Clerk \_\_\_\_\_

Date \_\_\_\_\_


**Please Note:**

**In-person applications. City staff will NOT accept the application and fee payment if they are incomplete.**

**Online applications. 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:**

<b>Submittal Requirements</b>	<b>Staff Check</b>
\$1,200 application fee*	
Completed, signed and initialed Preliminary Plat Information Form	
Copy of the preliminary plat prepared in accordance with <a href="#">Providence City Code (PCC) 11-3-2</a> .	
Copy of the subdivision improvement plans (the civil engineering plans associated with required infrastructure and municipally controlled utilities for a subdivision)	
Subdivisions that include townhomes must also submit preliminary architectural, landscaping, and parking plans for the townhome area in accordance with <a href="#">PCC 10-8-9</a>	
Mixed-use, commercial, multi-family, and condominium subdivisions must also submit additional documentation. Mixed-use, see <a href="#">PCC 10-4-4</a> . Commercial, see <a href="#">PCC 10-8-5</a> . Multi-family, see <a href="#">PCC 10-8-9</a> . Condominium, see <a href="#">PCC 11-6</a>	
Cache County Recorder's parcel map(s) of areas on the preliminary plat	
Copy of Cache County GIS Parcel Summary <a href="https://gis.cachecounty.org/Websites/Parcel%20and%20Zoning%20Viewer/">https://gis.cachecounty.org/Websites/Parcel%20and%20Zoning%20Viewer/</a>  Click on the Parcel Summary Tool icon, enter the parcel number, click run, then click on the link.	
Subdivisions containing sensitive areas listed in PCC Chapter 10-5, must also submit documentation required in <a href="#">PCC Chapter 10-5</a> , which may include, but not limited to, wetland delineation, geotechnical reports, landslide reports, and/or fire hazard mitigation strategies.	
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	
A title report, dated within 30 days of the date of the application, which indicates in whom the fee simple title to such property is vested and any liens or encumbrances thereon.	
A statement from the property owner disclosing any options or unrecorded contacts/agreements associated with the property.	
If filing in person, provide an electronic copy of ALL submittals (email is acceptable)	

**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) \_\_\_\_\_  
Contains sensitive areas \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

**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