



PROVIDENCE CITY Appeal of a Land Use Authority Decision 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. Initial _____

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

Submittal Requirements	Staff Check
\$1000 application fee	
Completed, signed and initialed Appeal of a Land Use Authority Information Form	
A site plan detailing the request	
Cache County Plat Map, current; and a copy of the official recorded final plat, if applicable, that includes any notes.	
If filing in person, provide electronic copy of ALL submittals (email or flash drive is acceptable)	
If filing online, please submit physical copies of the complete application to the city office, 164 N Gateway Dr.	

Applicant Information (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 _____

APPEAL INFORMATION (per Providence City Code §2-5 and Utah Code Annotated §10-9a-703-708, 801)

Briefly address the following:

- What decision are you appealing?

- What date was the written decision issued? _____
- In what manner of law or ordinance does the order, decision or determination err?

- What remedy is being sought to correct the error?

Filing Dates: Appeal requests MUST be filed no later than ten (10) calendar days from the date of the written decision applying the land use ordinance. Payment of the application fee does NOT constitute acceptance of the application or guarantee that the appeal will be heard. The application still must be reviewed for completeness and timeliness.

EXCEPTION: An appeal from a decision of the Historic Preservation Commission regarding a land use decision MUST be filed no later than thirty (30) days after the day on which the Historic Preservation Commission issues a written decision.

Application Review for Completeness. Once the application has been received and reviewed for completeness, City Staff will schedule a meeting with the Providence City Administrative Appeals Hearing Officer, which shall be not more than thirty (30) days from the date the appeal was filed.

REQUIRED: Written Statement setting Forth Theories of Relief

The appellant shall deliver to the Administrative Appeals Hearing Officer and all other participants, five (5) business days prior to the hearing a written statement setting forth each and every theory of relief they intend to raise at the hearing, along with a brief statement of facts in support thereof. **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 the owner or authorized agent for the property which is the subject of application, 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