



CLEARFIELD CITY LAND USE DEVELOPMENT APPLICATION

Community Development Department, 55 South State Street, (801) 525-2780

Please print legibly and complete all areas:

File #

PROJECT INFORMATION (REQUIRED)	
Project Name:	
Project Address:	
Parcel ID:	
Acreage:	Current Zoning:
CONTACT/APPLICANT (REQUIRED)	
Name:	Organization:
Address:	
Email:	Phone:
PROPERTY OWNER (REQUIRED)	
Owner Name:	Organization:
Owner Address:	
Email:	Phone:
APPLICATION TYPE AND FEE* (CHECK ALL THAT APPLY):	
<input type="checkbox"/> Conditional Use Permit - Home Occupation - \$200	<input type="checkbox"/> General Plan Amendment - \$900
<input type="checkbox"/> Conditional Use Permit - \$350	<input type="checkbox"/> Land Use Ordinance (text) Amendment - \$650
<input type="checkbox"/> Site Plan - \$500	<input type="checkbox"/> Zoning Map Amendment - \$650
<input type="checkbox"/> Administrative Site Plan - \$200	<input type="checkbox"/> Annexation - \$1,000
<input type="checkbox"/> Subdivision Plat - Preliminary - \$500 + \$25/lot	<input type="checkbox"/> Variance - \$250
<input type="checkbox"/> Subdivision Plat - Final - \$400 + \$25/lot	<input type="checkbox"/> Request for Extension - \$200
<input type="checkbox"/> Subdivision Amendment or Plat Vacation - \$300	<input type="checkbox"/> Special Planning Commission Meeting \$500
<input type="checkbox"/> Street Vacation - \$450	<input type="checkbox"/> DOWNTOWN FORM-BASED CODE SITE PLAN - \$700

*** Engineering costs associated with the project shall be charged to the Applicant separately.**

Applicant signature _____ Date

OFFICE USE ONLY BELOW THIS LINE

Received by: _____ Date: _____

Fees Paid: _____ Receipt #: _____

Planning Commission Review Required? YES / NO

City Council Review Required? YES / NO

Public Hearing Required? YES / NO

**Verification of Complete Application:

(Planning & Zoning Administrator) _____ Date

**Application will be signed when it is determined to be fully complete

NOTICE TO APPLICANT

This application will be reviewed for completeness. If it is found to be incomplete, you will be notified as to what changes need to be made. **Incomplete applications will not be processed.**

All applications shall be submitted in person to the Community Development Department on the 2nd Floor of the City Building located at 55 South State Street. Mailed applications cannot be accepted at this time. All plans and exhibits submitted with the application will be retained as part of the permanent record.

An application fee must accompany all applications. No applications will be accepted until the filing fee is paid in full. Checks shall be made out to Clearfield City. **This fee is non-refundable and is no guarantee your application will be approved.**

Certain applications require review and approval by the North Davis Fire District. For more information, please contact the Fire District directly at (801) 525-2850 or at 381 North 3150 West

Certain applications also require review and approval of the City Engineer. **The Applicant shall be responsible for the payment of all engineering fees, which shall be billed separately by the City.** The City may refuse to process an application if engineering fees are not paid.

If a public hearing is required as part of the review process, the Applicant shall submit a list of all properties to be noticed for the hearing, as well as stamped, addressed envelopes for each property owner to be notified. The return address on the envelopes shall be for the Clearfield City Community Development Department located at 55 S State St., Clearfield, UT 84015

Electronic copies of all plans and drawings are required. Each drawing shall be to scale in a legible format. Where hard copies are required, the Applicant shall submit two (2) 24" x 36" copies and three (2) reduced 11"X 17" copies. Drawings for all new development and construction shall be stamped and signed by a licensed engineer or architect.

Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property.

Acknowledgement of Notice to Applicant:

By signing below, I agree that I have read and will comply with the foregoing Notice to Applicant.

(signature)

(date)

(printed name)

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at _____, in Clearfield City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any City board, commission, or council regarding this application.

Owner's Signature

Owner's Signature (co-owner if any)

On the _____ day of _____, 20_____, personally appeared before me

Notary Public

Residing in _____

My commission expires: _____