



**APPLICATION FOR AREA PLAN AMENDMENT**  
(Chapter 15 - Lehi City Development Code)

For Office Use Only

Date Filed: \_\_\_\_\_ Planner: \_\_\_\_\_

Fee: Minor (3 pages or less ) \$400  
 Intermediate (4 pages or more) \$1,000  
 Major (addition of new property) \$1,500 + \$10 per new acre

Name \_\_\_\_\_ Authorized Agent (if applicable) \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name and Address of Engineer or Land Planner \_\_\_\_\_

Name of Area Plan to be Amended \_\_\_\_\_

Address of Proposed Amendment \_\_\_\_\_

**APPLICATION SUBMITTAL PROCEDURES**

- (1) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create> (Agency Code Leh02), including:
- (3) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) \_\_\_\_\_ The applicant shall provide stamped, addressed #10 business envelopes for all property owners within 300 feet, including a mailing list. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

**APPLICATION REQUIREMENTS**

The following items, at a minimum, shall be included with the application for any Area Plan Amendment. Please provide information concerning the items listed below and submit the narrative and any additional materials with this application.

- (1) \_\_\_\_\_ A description of the amendment which addresses the following issues:
  - (a) \_\_\_\_\_ The reason and justification for the proposed amendment.
  - (b) \_\_\_\_\_ The effect of the proposed amendment on the approved Area Plan and surrounding area.

- (c) \_\_\_\_\_ The suitability of the properties for the uses requested and their suitability for the existing uses identified by the Area Plan.
- (d) \_\_\_\_\_ The gain to the public health, safety and welfare and overall community benefit from the proposed amendment.

- (2) \_\_\_\_\_ If the proposed amendment will significantly change the land use or density of the Area Plan, provide a revised land use plan that includes the following information:
- (a) \_\_\_\_\_ Proposed land uses.
  - (b) \_\_\_\_\_ Overall layout and locations of uses including potential civic/religious uses.
  - (c) \_\_\_\_\_ Proposed density/intensity of uses and a description of amenities if a density bonus is proposed.
  - (d) \_\_\_\_\_ Major infrastructure improvements that may be necessary.
  - (e) \_\_\_\_\_ Proposed site-planning standards including architecture and materials of buildings.
  - (f) \_\_\_\_\_ Park areas, open space areas, trails and other community amenities.
  - (g) \_\_\_\_\_ Proposed landscaping, buffering, and transitioning treatments.
  - (h) \_\_\_\_\_ Location of any critical lands.
  - (i) \_\_\_\_\_ All other issues that must be addressed to allow a thorough informed review by the Staff, Planning Commission and City Council of the proposed Concept Plan.

**APPLICANT(S)/OWNERS(S) CERTIFICATION**

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature \_\_\_\_\_, Title \_\_\_\_\_ Date \_\_\_\_\_

Please include the signatures of each owner

*Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.*