



**BOUNTIFUL CITY
PLANNING DEPARTMENT**

**795 SOUTH MAIN STREET
BOUNTIFUL, UT 84010
801.298.6190
PLANNING@BOUNTIFUL.GOV
WWW.BOUNTIFULUTAH.GOV**

ZONING MAP AMENDMENT APPLICATION

FOR OFFICE USE ONLY:

PLANNING COMMISSION ACTION & DATE:	CITY COUNCIL ACTION & DATE:	DATE RECEIVED:
PROJECT PLANNER:	ORDINANCE NUMBER:	

PROJECT INFORMATION

ADDRESS: [IF ADDRESS IS NOT ASSIGNED, PROVIDE PARCEL NUMBER(S)]	<hr/> <hr/> <hr/>
---	-------------------

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL _____

IF YOU HAVE QUESTIONS REGARDING THE REQUIREMENTS ON THIS APPLICATION OR
PROCESS, PLEASE CONTACT THE BOUNTIFUL CITY PLANNING STAFF.

SUBMITTAL REQUIREMENTS

All of the following items must be included in order for the Planning Department to receive the application and start the review process:

- 1. Completed and signed application form, including property owner’s affidavit, agent authorization (if applicable), and acknowledgement of responsibility.
- 2. Review fees: \$600 for the first (1st) acre, plus \$100 per acre, up to \$1,000.
- 3. Provide written statements describing the following:
 - a. Proposed zoning, existing zoning, and current use of the property.
 - b. Overall project intent and scope of work
 - c. What is intended to be done on or with the property?
 - d. Why is the intended zone change necessary at this particular location to provide a service to the community?
 - e. Explain how the intended zone change will not be detrimental to the health, general welfare, safety of persons working or residing in the vicinity, or injurious to property or improvements in the vicinity.
 - f. If applicable, in case of sites within the MXD zone, please note if an ordinance is being amended, and follow requirements outlined in Bountiful City Land Use Code Chapter 10 Mixed-Used Zone (§ 14-10), specifically submitting a Development Plan
- 4. Two (2) 24” x 36” and one (1) 11”x17” printed existing conditions site plan (or a certified boundary survey) drawn to scale, includes a north arrow and legend, date of the drawing, and provides the specification for the following:
 - a. Complete address(es) and parcel number(s).
 - b. Lot size and property lines with dimensions.
 - c. Existing footprint(s) of all existing buildings, structures, paved surfaces, driveways, walkways, etc. Also includes fences, retaining walls, similar features, etc.
 - d. Existing utility locations (lines, meters, etc.) and existing drainage locations.

Continue to next page.

- e. Existing right-of-away public improvements adjacent to the subject property, including but not limited to, street, sidewalks, park-strip, curb and gutter, etc.
 - f. All existing easements, rights-of-way, and any other restrictions on the use of the property.
 - g. Existing buildings, structures, and significant features located on adjacent properties within fifty feet (50') of the subject property boundaries.
 - h. If the slope of the subject site is greater than ten percent (10%) a certified topographical boundary survey is required with two-foot (2') contours of existing grade referenced to USGS elevations, as well as all items listed herein.
5. Complete legal description of the property (or submit a separate survey) certified by a Surveyor
6. Typed copy of any relevant research and analysis including but not limited to, studies, reports, articles, maps, plans, renderings, showing justifications for the amendment.
7. One (1) PDF of the written statements (item 3), site plan/survey (item 4), legal description(s) (item 5), and additional studies (item 6). To be submitted electronically via e-mail (20MB limit) or via weblink (dropbox.com, etc.)

**ONLY COMPLETE APPLICATIONS WILL PROCESSED AND ACCEPTED.
APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION PROVIDED WILL
BE DEEMED INCOMPLETE AND RETURNED TO THE APPLICANT.**

PROPERTY OWNER’S AFFIDAVIT

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

Owner’s Signature

State of Utah)
County of Davis)

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

Notary Public: _____

AGENT AUTHORIZATION

I, _____, the owner of the real property located at _____, in Bountiful City, Utah 84010, do hereby appoint _____, as my agent to represent me with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my behalf before any City board or commission considering this application.

Owner’s Signature

State of Utah)
County of Davis)

On the _____ day of _____, 20____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regards to this request. This application should be processed in my name, and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the Bountiful City Land Use Code for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified of such. I will keep myself informed of the deadlines for submission of material and the progress of this application.

Name of Applicant (printed): _____

Signature of Applicant: _____ Date: _____

Note: The property owner's affidavit must be signed (and notarized) by each property owner, additional sheets must be submitted in cases of multiple owners. If the applicant is not an owner, the applicant must submit a notarized agent authorization form from all property owners and authorized agents.

Additional: If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership. If a Homeowner's Association (HOA) is the applicant than the representative/president must attach a notarized letter stating the request is authorized by the HOA and is in compliance with applicable provisions found in the CC&Rs, By-Laws, Articles of Incorporation, and any applicable regulations pertaining to HOAs, etc.