

Fairfield Town

Utah County, Utah

Zoning Amendment Application

(Please Print)

Applicants Name: _____ Date _____

Phone #: _____

Address: _____ Town: _____ St. _____ Zip: _____

Email: _____

Authorized Agent (if applicable): _____

Phone #: _____

Address: _____ Town: _____ St. _____ Zip: _____

Email: _____

Address of Proposed Amendment: _____ No. of acres: _____

Current Zone: _____ Proposed Zone: _____

I am applying for:

- ☐ Zoning Amendment
- ☐ Zoning Map Amendment

Application Submittal Requirements

Please read the applicable sections of the Fairfield Town Code in detail before submitting any type of project application. Attach all necessary documentation to the application. Missing information may cause the denial of the application.

One digital/electronic PDF copy of all plans & other required materials is required on Jump Drive or through Dropbox. Please ensure there is only one PDF electronic file for each type of plan; do not separate the individual pages within a set of plans. Please label accordingly. Plans will not be reviewed until all digital files are received

Property owners desiring to change the zoning classification for property that they own, whether individually or as a part of a larger development project, shall make an application to the Planning Commission. Applications to rezone property shall include, but not be limited to, the following requirements:

- ☐ A completed Fairfield Town Zone Change Application;
- ☐ A site plan showing existing and proposed utilities and infrastructure, roads, trails, etc., and the type of development anticipated for each proposed zone.

- ☐ Full Legal Description (A legal description, including total acreage or square footage for the subject property, must accompany this application).
- ☐ A legal description of the property proposed for a Zoning Map amendment. If the amendment includes two or more parcels, a survey of the property included in the proposed amendment will be required by the Town. If a survey is required, the applicant shall submit a copy of the survey and indicate the name and phone number of the surveyor.
- ☐ Supporting documentation, including a map showing the properties included in the zone change, studies, and any other information that would allow the Town Council to make a well-informed decision.
- ☐ Current Zone Designation: _____
- ☐ Parcel Number: _____
- ☐ Proposed Zone Designation: _____
- ☐ Is the change/amendment consistent with the General Plan? Yes ____ No ____
- ☐ How the proposed zone change would specifically conflict, conform, complement, or otherwise affect the General Plan.
- ☐ Reason and justification for the proposed amendment.
- ☐ Provide general existing site characteristics including ownership, topography, soils, drainage, vegetation, or other physical characteristics of the area proposed to be changed.
- ☐ Compatibility of the proposed zone with the existing land uses of nearby and adjoining properties.
- ☐ The effect of the proposed amendment on the character of the surrounding area, and whether a change in the uses allowed for the affected properties will unduly affect the uses or proposed uses for nearby and adjoining properties.
- ☐ An area map showing adjacent property owners and existing land uses within 300 feet of the area proposed to be rezoned. As a courtesy to property owners, all applicants for a zoning amendment shall provide the Town with stamped and pre-addressed envelopes for each owner of record of each parcel located entirely or partly within three hundred feet of any boundary of the property subject to the application, including any owners of property in unincorporated Utah County or adjacent municipalities, together with a mailing list of those owners. 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.
- ☐ If deemed necessary by the Planning Commission, an impact analysis, including but not limited to traffic, economy, and wildlife;
- ☐ The gain to the public health, safety, welfare, and overall community benefit from the existing classification to the proposed amendment.
- ☐ Any other study or information required by the Planning Commission.
- ☐ Payment of all required rezoning application fees. (See Fairfield Town Fee Schedule)

Applicant(s) Certification:

I 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. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Fairfield Town may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Fairfield Town 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. Additionally, I acknowledge that I have reviewed and understand the applicable section from the Fairfield Town Fee Schedule and hereby agree to comply with the Town Code. I also agree to allow the staff, Planning Commission, Town Council, or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: _____ Title: _____ Date: _____

(If the proposed Zoning Map Amendment involves more than one property owner, include the signatures of each owner.)

Applicants Name: _____ Phone: _____

Tax I.D./Parcel #(s) _____

Current Zone: _____ Proposed Zone Amendment: _____

Email: _____

Address: _____

The owner and signer for himself above agrees to the following: I have personally signed this application; I am aware of the requested Zoning Amendment and understand the terms and conditions of this application; I am an owner of a portion of the property above-mentioned and located in Fairfield, Utah County, State of Utah, and my mailing address is correctly written above.

Signature: _____

Applicants Name: _____ Phone: _____

Tax I.D./Parcel: #(s) _____

Current Zone: _____ Proposed Zone Amendment: _____

Email: _____

Address: _____

The owner and signer for himself above agrees to the following: I have personally signed this application; I am aware of the requested Zoning Amendment and understand the terms and conditions of this application; I am an owner of a portion of the property above-mentioned and located at or near Fairfield, Utah County, State of Utah, and my mailing address is correctly written above.

(Attach additional sheets as necessary)

Signature: _____

For Office Use Only

Date: ____/____/____

- ☐ TI permit completed: permit # _____ Date: _____
By: _____
- ☐ Application fees paid
- ☐ Fire Inspection completed: Date _____ By: _____
- ☐ Fire Inspection fee paid
- ☐ Utah County Health Department Approval Number _____
- ☐ Zoning: _____
- ☐ Conditional Use Permit: _____ By: _____
- ☐ Planning Commission: Approved: _____ Denied: _____ Date: _____

Comments: _____

- ☐ Town Council: Approved: _____ Denied: _____ Date: _____

Comments: _____

- ☐ **Total Fees:** _____ **Paid:** _____
- ☐ **Check #:** _____
- ☐ **License #:** _____

Title

Signature

Date

Application Approval Procedure Checklist

1. Upon receipt of a complete application, with any other supporting documentation and the application fee, the application shall be scheduled for review by the Planning Commission at the next available meeting(s), following proper notice as outlined in Utah State Code 10-9a-205.
2. Upon receiving a recommendation from the Planning Commission, the application will be scheduled for a public hearing.
3. Following the public hearing, the application will be scheduled for review by the Town Council at the next available meeting(s), following proper notice as outlined in Utah State Code 10-9a-202.
4. Following approval from the Town Council, the property will be rezoned on the official Town zoning map and the property owner will be required to comply with any and all regulations applicable within the zoning classification to which the property is rezoned.
5. In order to grant an approval for the rezoning of property, the Planning Commission and Town Council must find that:
 1. The rezoning conforms to the intent of the Fairfield Town general plan and annexation policy plan;
 2. The rezoning will not adversely affect surrounding properties; and
 3. The rezoning will not cause property, structures, or uses of the property to unnecessarily become nonconforming according to this Title.
6. No rezoning shall be permitted as a corrective measure for a property, use, or structure on a property which is found to be in violation of any provision of this title by the building official, zoning administrator or other authorized officer.
7. No application for rezoning which receives a denial from the Town Council shall be permitted to resubmit the same application for a period of not less than twelve (12) months from the date of denial unless the applicant(s) can provide documentation of information or facts that were not available at the time of review of the original application.

Please Note:

The applicant or a representative must attend Planning Commission and Town Council meetings. It is the applicant's responsibility to call for meeting dates and times.

Payment of fees is required at the time of application submission; you can find those on the Fairfield Town website.