

FOR OFFICE USE ONLY

Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

**Fees: CASH OR CHECK ACCEPTED**

Number of lots: \_\_\_\_\_ x **\$50.00** + Base fee: **\$500.00** = \_\_\_\_\_

Newspaper Public Notice Fee (per advertisement): **\$75.00**

Mailed notices: **\$1.00 per notice**, to be invoiced after mailing



CITY OF SARATOGA SPRINGS

**PLAT AMENDMENT APPLICATION**  
**Updated November 2015**

**Applicant & Project Information**

**PROJECT NAME:** \_\_\_\_\_

**Property owner:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Applicant / Authorized Agent:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Description of Plat Amendment:** \_\_\_\_\_

\_\_\_\_\_

## Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless an appointment is made and the application is determined to be complete, containing all items on the application checklist. To schedule an application submittal appointment, please contact the Planning Department Administrative Assistant at 801-766-9793 x126.

Plans will be routed for review the first business day after they are received. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may occasionally take longer for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

Staff Use Only:

Anticipated review of 10 business days       Anticipated review of more than 10 business days

### 19.02.09. Vacating or Amending a Plat.

Chapter 19.12.009 of the Land Development Code requires that a plat amendment for petitions to vacate or amend a recorded subdivision plat. Please read this section of Code prior to submitting the application. The items listed below must accompany the application.

|  | Applicant<br>Use | City Staff<br>Use |                                                                                                                                                                                                                                                                                                                                                           |
|--|------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                  |                   | <b><i>Please check the applicable box to indicate the materials have been included with the application.</i></b>                                                                                                                                                                                                                                          |
|  |                  |                   | 1. Signed application form and applicable fee.                                                                                                                                                                                                                                                                                                            |
|  |                  |                   | <input type="checkbox"/> Fee: <i>CASH OR CHECK ACCEPTED</i><br>Number of lots _____ x <b>\$50.00</b> + Base fee of <b>\$500.00</b> = _____<br><b>Newspaper Public Notice Fee: \$75.00</b> per advertisement                                                                                                                                               |
|  |                  |                   | <input type="checkbox"/> Fee for mailed notices: <b>\$1.00 per postcard</b> notice, to be invoiced after mailed by City staff. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property. Invoice(s) shall be paid by applicant within 30 days of the date of the invoice. <i>CASH OR CHECK ACCEPTED</i> |
|  |                  |                   | 2. Title report. A title report shall be submitted prior to recording the Mylar and shall be current within 30 days of submittal.                                                                                                                                                                                                                         |
|  |                  |                   | 3. Preliminary Plat. Five full-size sheets (24" x 36") at a scale no smaller than 1" = 100' and seven reduced (11" x 17") copies. Additional copies will be required when the request is scheduled for a Planning Commission meeting.                                                                                                                     |
|  |                  |                   | 4. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.                                                                                                                                                                                                                                                            |
|  |                  |                   | 5. Data Table. Table to include total number of lots/units, square footage of proposed buildings by floor, number of proposed garage parking spaces, number of proposed surface parking spaces, percentage of buildable land, percentage of open-space or landscaping and net density of dwelling units by acre.                                          |

### Applicant Acknowledgment:

**I hereby certify that I have read the information contained in this application form and have read Section 19.12.09 of the Land Development Code and that I have provided the required application materials.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Certification**

I certify under penalty of perjury that this application and all information submitted as a part of this application are 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 the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land 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. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22.

I 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.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_