

♦•Community Development Department♦

J. Scott Carter • Director
Telephone (801) 546-8520
Fax: (801) 546-8549

Mayor • Steve Curtis
City Manager • Alex R. Jensen
Asst. City Manager • James S. Mason



**PETITION FOR
AMENDING THE ZONING ORDINANCE** updated 9/14/07

**FEES: General Plan Amendment \$200
Rezone \$200
Text Amendment \$200**

Please Submit the following with your application and applicable fees:

- One legal description for entire rezone area
- Copy of Section Map with property outlined
- Property Identification Number (PIN#)
- Other applicable information required by staff
- If rezoning to commercial, a site plan must accompany this petition

Receipt # _____ Date _____

Name of Petitioner _____

Please Print

Address _____

City State Zip

Phone _____ Fax _____ Email _____

Name of Property Owner _____

Please Print

Address _____

City State Zip

Phone _____ Fax _____ Email _____

Title/Chapter: _____

Entitled “ _____ ”

Purpose for amendment: _____

I/We the undersigned hereby respectfully petition the Layton City Council to amend the Zoning Map (or Zoning Text) as follows:

Property Address _____

From _____ To _____
Current Zoning Proposed Zoning

By _____
Signature of Petitioner

NOTE: The "Property Owner Affidavit" and "Agent Authorization" must be signed by the owner (of record), and notarized before this application can be accepted.

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH)
) ss.
COUNTY OF _____)

I (we) _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified on the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Layton City Planning Staff have indicated they are available to assist me in making this application.

Prop. Identification # _____
Please Print Name Under Signature

Prop. Identification# _____
Please Print Name Under Signature

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

Notary

Residing in: _____
My Commission Expires _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in Layton City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

Property I.D. # _____
Please Print Name Under Signature

Property I.D. # _____
Please Print Name Under Signature

Dated this _____ day of _____, 20____, _____ personally appeared before me and are the signers of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary

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**REQUEST FOR
PARCEL SPLIT/LOT LINE ADJUSTMENT**

Updated 9/14/07

Fees: Base of \$100 + \$20 per parcel

Receipt # _____

Date _____

_____ Phone: _____
Petitioner Print Name
_____ Fax: _____
Address
_____ E-Mail: _____
City State Zip

_____ Phone: _____
Property Owner
_____ Fax: _____
Address
_____ PIN #: _____
City State Zip

What is the purpose for the parcel split?

Does the parcel split require vacating any easements? _____

Please submit the following items with your application and applicable fees:

- Signatures of all property owners involved in the parcel split (See attached affidavit) Please access the County records for this information. We cannot accept petitions without the correct property signatures.
- Application must include the identification numbers for all parcels involved.
- Legal Description for each lot
- 5 copies of plat (19"x 20") showing proposed division of property
- 1 copy of plat (11"x 17")

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PETITION FOR
ANNEXATION

Update 9/14/07

FEES: Base \$300 + \$100 per acre 0 - 2 acres
\$ 25 per acre 2.01 - 10 acres
\$750 per 10.01 acres or more

Receipt # _____ Date _____

Parcel Identification Number(s) _____

Petitioner: _____ Phone # _____
Fax # _____ Email _____

Address: _____
City State Zip

Paperwork that needs to be submitted:

1. Petition
 2. Fees
 3. County printout of property legal description(s)
 4. Copy of section map with referenced properties highlighted
 5. Five copies of annexation plat w/ wet stamp
-

Layton City Council:

The undersigned owner(s) of real property located in Davis County, State of Utah, hereby respectfully petition the Layton City Council for annexation to Layton City of the following described territory lying contiguous to the corporate limits of Layton City, and for the purpose represented to the to the City Council that the territory hereby sought to be annexed is described on the attached sheet.

Wherefore, the undersigned respectfully request your favorable consideration of this petition and the passage of an ordinance of annexation by the council effectuating the same.

Respectfully submitted this _____ day of _____, 20 _____.

Print Name Here

Signature Here

Print Name Here

Signature Here

Print Name Here

Signature Here

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**PETITION TO
AMEND THE GENERAL PLAN**

Updated 9/14/07

FEES: \$200

Receipt # _____ **Date** _____

Name of Petitioner (PLEASE PRINT)

Address of Property Owner

City State Zip

() _____ () _____
Phone# Fax#

E-mail Address

**I/ We the undersigned hereby respectfully petition the Layton City Council
to amend the Layton City General Plan for the purpose of:**

_____.

From _____ **To** _____
Current Zoning Proposed Zoning

By _____
Petitioner's Signature



APPLICATION FOR
**SUBDIVISION AMENDMENT
AND/OR VACATE OF EASEMENT**

Updated 9/14/07

FEES: \$100 Base + \$20 per lot

Receipt # _____ **Date:** _____

Davis County Filing Fees: \$30 per plat and \$1 per lot

Name of Subdivision to be Amended: _____

Lot #'s _____

PIN #'s of all lots to be amended _____

What is the purpose for the proposed amendment? _____

Will the proposed amendment create a new or separate building lot? _____

Does the proposed amendment require that public utility easements be vacated? _____

If so, the petitioner is required to obtain and submit disclaimers from all utility companies.

_____ Phone (____) _____
Petitioner Name

Fax (____) _____

_____ Address Email _____

_____ City State Zip

Please submit the following items with your application and applicable fees:

- Signature of all property owners of all lots to be amended (See attached affidavit). Please access the County records for this information. We cannot accept petitions without the actual property owner's signatures as recorded on County records.
- A mailing list of **all** property owners within the subdivision. Preferably on mailing labels.
- 5 copies of proposed amendment

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REQUEST FOR
**VACATE OF EASEMENT OR STREET, SURPLUS
PROPERTY, STREET NAME CHANGE**

Located at approximately

Updated 9/14/07

Fees are \$250

New Street Sign-\$90

Recording Fees: \$10 + \$1 per additional page

Please submit the following items with your application and applicable fees:

- **Signatures of property owner(s) (See attached affidavit) Please access the Davis County records for the correct PIN # and property owner.**
- **A legal description if request is to vacate an easement.**
- **Disclaimers from all utility companies if request is to vacate an easement**
- **Any other applicable information required by staff**

Petitioner: _____ **Phone:** _____ **Fax:** _____

Address: _____ **Email:** _____
City State Zip

Owner of Property: _____ **Phone:** _____ **Fax:** _____

Address: _____ **Email:** _____
City State Zip

If property is within a subdivision:

Subdivision Name as Recorded at Davis County: _____ Book
_____ Page _____ Entry # _____ Date Recorded _____
PIN # _____

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH)
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COUNTY OF _____)

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Please Print Name Under Signature

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Property I.D. # _____
Please Print Name Under Signature

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Notary