

4. A complete legal description (abbreviated description will not be accepted) of the subject property(s). If more than one parcel is involved, it is an option to provide a legal description of the perimeter of all the parcels.
5. Legal descriptions can be obtained from the property deed or Utah County Recorder's Office.
6. Parcel or survey map graphically illustrating property to be rezoned.
7. Site plan identifying all surrounding uses within 300 feet.
8. Supporting documentation, maps, studies, and any other information which would allow the Planning Commission and the Town Council to make a well-informed decision.

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 Town of Fairfield 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 Land Use Ordinances 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 Town of Fairfield all amounts incurred by the Town in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application. I also agree to allow the Staff, Planning Commission, or the Town Council or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____
 Property Owner's Signature: _____ Date _____
 Applicant's Name: _____
 Applicant's Signature: _____ Date _____

Step 1. Submit Application: to the TOWN OF FAIRFIELD and Pay fees.

It will typically require 60 to 90 days for processing applications. The time is required in part to post public notification of the public hearing.

Step 2. Attend Planning and Zoning Commission Meeting. The applicant will be sent a copy of the Planning Commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place, and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. Following the public hearing, the Planning Commission will make a recommendation to the Town Council regarding the application. An application may be tabled or continued if the Planning Commission needs additional information or time to consider the application. Following the Planning Commission motion to recommend approval or denial of the request, the application will be forwarded to the Town Council.

Step 3. Attend Town Council Meeting. Once again, you should be prepared to attend and present your proposal and answer any questions during the Town Council meeting. The Council will make a motion and vote on the application (unless the application is continued for further consideration). The decision of the Town Council, acting as the Town's legislative body, shall be final.

Initial _____