



## APPLICATION FOR REVISIONS TO CC&Rs OR DEVELOPMENT AGREEMENTS

For Office Use Only

File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Planner: \_\_\_\_\_

Fee:  
Revisions to approved Development Agreements or CC&Rs required by the City: \$2,500

Project Name: \_\_\_\_\_ Project Acreage: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner(s) (if other than applicant): \_\_\_\_\_  
(if more than one owner, attach additional information for each owner to this application)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature of Authorization to file: \_\_\_\_\_  
(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Amendment Requested: \_\_\_\_\_

### APPLICATION SUBMITTAL PROCEDURES

- (1) \_\_\_\_\_ The applicant shall **MAKE AN APPOINTMENT** to meet with a member of the Planning Staff for a **pre-submittal meeting**. **Plans that are "dropped off" without a pre-submittal meeting will not be accepted.**
- (2) \_\_\_\_\_ At the pre-submittal meeting the applicant shall submit ***one*** copy of the proposed amendment and/or revision. The staff member will review the submittal with the applicant to determine whether it is complete, and whether it contains all the information from the checklist outlined below.
- (3) \_\_\_\_\_ Once the application is determined complete by the Staff, the applicant shall submit:
  - (a) \_\_\_\_\_ All fees.
  - (b) \_\_\_\_\_ This completed application form.
  - (c) \_\_\_\_\_ *One (1)* copy of each amended page
  - (d) \_\_\_\_\_ *One (1)* copy of all other information including a **narrative**.
  - (e) \_\_\_\_\_ ***One (1) electronic copy of the complete submittal in PDF format.***

***When all materials are submitted, the request will be scheduled for review by the Reviewing Departments. Applications are scheduled on a first come first serve basis and space is limited. The deadline for submittals is Thursday at 4:00 pm.***

**SUBMITTAL REQUIREMENTS**

Applications must include the following information, if applicable:

- (1) \_\_\_\_\_ A written description of the proposed amendment that identifies the following issues:
  - (a) \_\_\_\_\_ Reason for the proposed amendment.
  - (b) \_\_\_\_\_ An explanation of what is being changed.
- (2) \_\_\_\_\_ A copy of the amended document(s) with a strike-through of any items proposed to be deleted and any additions highlighted.
- (3) \_\_\_\_\_ As a courtesy to property owners, all applicants shall provide the City with **stamped and preaddressed envelopes** (#10 business size) for each owner of record of each parcel located entirely or partly within three hundred (300) feet from any boundary of the property subject to the application, including any owners of property within the development as well as in unincorporated Utah County or adjacent municipalities, together with **a mailing list** for 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. (Required if change affects adjacent property owners.)

**APPLICANT(S)/OWNER(S) CERTIFICATION**

I (we) 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. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City 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. I (we) 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.

Applicants Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**REVIEW PROCESS FOR AMENDED  
CC&R'S AND DEVELOPMENT  
AGREEMENTS**

