

STAFF USE ONLY  
 GL: 10-3413-102 Dist. Code: 320

**FEE:**  
 Base fee \$1000 + # of Units: \_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_  
 Affects ROW: # of Units: \_\_\_\_\_ x \$50 + Base Fee: \$1,000 = \$ \_\_\_\_\_  
 PA staff approval: # of Units \_\_\_\_\_ x \$50.00 + Base fee: \$500.00 = \_\_\_\_\_  
 Mailed notices: \$1.00 per notice, contact Planning to determine amount: \$ \_\_\_\_\_



**SARATOGA  
 SPRINGS  
 PLANNING**

*Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.*

**PLAT AMENDMENT APPLICATION  
 UPDATED OCTOBER 2022**

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

**Property Owner:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

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

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

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

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

\_\_\_\_\_

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\_\_\_\_\_

## Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to [Planning@SaratogaSpringsCity.com](mailto:Planning@SaratogaSpringsCity.com). Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. 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 require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

<p><b>STAFF USE ONLY:</b></p> <p><input type="checkbox"/> Anticipated review of 10 business days                      <input type="checkbox"/> Anticipated review of more than 10 business days</p>
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### 19.12.09. 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	City Staff	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		1. Signed application form and applicable fee.
		<input type="checkbox"/> <b>Fees:</b> # of Units: _____ x \$50.00 + Base fee: <b>\$1,000.00</b> = _____ Affects ROW: # of Units: _____ x \$50 + Base Fee: <b>\$1,000</b> = _____ Plat Amendment staff approval: # of Units _____ x \$50.00 + Base fee: <b>\$500.00</b> = _____
		<input type="checkbox"/> Fee for mailed notices: <b>\$1.00 per postcard</b> notice, contact Planning to determine amount. Notice of the public hearing(s) shall be mailed to property owners within 300 feet of the subject property.
		2. Title report (due at time of recording). A current title report shall be submitted at the time the Mylar is to be recorded and shall be current within 30 days of submittal.
		3. Amended Plat. One full-size sheet (24" x 36") at a scale no smaller than 1" = 100' copy.
		4. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted. A signed application in pdf shall be submitted.
		5. Data Table. Table to include the following, if applicable: 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 that I have provided the required application materials.**

Applicant's Name: \_\_\_\_\_

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 Name: \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

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