UTAH COUNTY COMMUNITY DEVELOPMENT
APPLICATION FOR CONDITIONAL USE

A conditional use is a land use that, because of its unique characteristics or potential impact on the county, surrounding neighbors, or adjacent land uses, may not be compatible in some areas or may be compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts.

PROCEDURE

The Planning Commission holds a public hearing for all conditional use applications. The Planning Commission meets on the third Tuesday of the month. The public hearing by the Planning Commission begins at 5:30 p.m. in the Commission Chambers, Utah County Administration Building (100 E. Center Street, Provo, Suite 1400). It is recommended that you or your appointed representative be present at the public hearing at 5:30 p.m. to explain your case and answer questions.

For all requests for a conditional use an "Application for a Conditional Use," shall be obtained from the Community Development Department and completed.

The application shall contain all requested information and be submitted to the Community Development Department for review **by 5:00 p.m. on the Monday 28 days prior to the next regularly scheduled meeting** (Planning Commission meetings are held on the third Tuesday of each month).

The administrative fee of **$500.00** must be paid before the application can be accepted and is not refundable.

The Community Development Department will notify all affected entities and accept comments on the application.

The Planning Commission will review the application at a public meeting and will typically make a decision on the request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

A conditional use approval expires three years from the date the Planning Commission approval is given if the applicant does not obtain a building permit (or other applicable permit or license) unless a different expiration date is approved, or an extension is granted by the Planning Commission.

The personal data collected on this form is classified as a public record and may be made available to the public as provided by Utah Code 63G-2-201.

File # _____

UTAH COUNTY COMMUNITY DEVELOPMENT
APPLICATION FOR A CONDITIONAL USE

Meeting Date: _____ Date Received: _____ Received By: _____

Fee Paid (*Application Fee is Non-refundable*): _____ Receipt # _____

Applicant's Name: _____ Phone: _____

Mailing Address: _____

E-Mail Address: _____ Subject Parcel ID: _____

Property Owner's Name (*if different from the applicant's a written owner consent must be provided with this application*): _____

Subject Property Address: _____

Tax No. _____ Zone: _____ Section _____ Township _____ Range _____

As part of the application, the applicant is required to submit:

☐ Application Fee

☐ A site plan which includes:

  o The property boundaries, a legal description of the property (this can be from a tax notice)

  o Location and dimensions of all existing and proposed improvements (i.e. building(s), hard surfacing, landscaping, storage areas, mitigation measures)

  o The uses within those boundaries

  o Parking and on-site traffic circulation

  o Access point(s) from the public right-of-way to the site

  o Buildings on adjoining lots which are within 200 feet of applicant's property line

☐ A Letter of Intent: a document which details the proposed use(s) and the effects on the surrounding area.

☐ A list of names and addresses of all abutting property owners.

☐ Any additional information as required by law or as requested by staff.

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1. State the conditional use desired: _____
   _____

2. State the section in the ordinance which allows the Planning Commission to approve the conditional use applied for: _____
   _____

   State how the land is being used at the present time and what changes are proposed by this appeal:
   _____
   _____

3. Are any standards stated in Chapters 4, 6, 8 and 12 of the Utah County Land Use Ordinance required to be met by this appeal?
   ☐ Yes. Section: _____
   ☐ No
   Please explain how the standards were met: _____
   _____

4. Will granting this request result in a situation which has a disproportionate demand for government services on any of the following essential services: roads and access for emergency vehicles and residents; fire protection; police protection; schools and school busing; water, sewer, and storm water facilities; and garbage removal?
   ☐ Yes
   ☐ No
   Please explain why:_____
   _____

5. Please identify any mitigation measures or conditions of approval you are proposing which will lessen the impacts of this conditional use to the surrounding area (*please identify all which would apply including those not included in this list with an explanation*).

   ☐ Parking

   ☐ Traffic improvements (acceleration, deceleration and /or turn lanes)

   ☐ On-site storm water retention facilities

   ☐ Site security improvements

   ☐ Fire protection facilities

   ☐ Water, sewer, and/or garbage facilities

   ☐ Landscape screening to protect neighboring properties

   ☐ Requirement for the management and maintenance of the facilities

   ☐ Limited hours of operation

   ☐ Limited use of equipment emanating offensive noise, light, dust, or traffic

   ☐ Structure modifications (increased setbacks, height, color)

   ☐ Light pollution mitigation

   ☐ Other measures

   Other measures: _____
   _____

6. State any other details about this application which the Planning Commission should be aware: _____

_____

_____

_____

7. To the best of my knowledge, the above information is accurate and complete.

_____

Signature of Applicant

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED!

(ATTACH ADDITIONAL SHEETS IF NECESSARY)