

(Please read and retain this page for your information)



UTAH COUNTY COMMUNITY DEVELOPMENT APPLICATION FOR CONDITIONAL USE EXTENSION

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 the detrimental impacts.

The Planning Commission may extend the termination date for a previously approved Conditional Use if a written request is submitted before the original expiration date and if an extension is necessary to achieve substantial justice. However, **a Conditional Use may only be enlarged once, for a maximum period of five years.** Any such request must meet the applicable notice requirements for a Conditional Use. Importantly, this request for additional time is not considered a rehearing under UCLUO 16.

PROCEDURE

The Planning Commission holds a public meeting for all conditional use extension request applications. The Planning Commission meets on the third Tuesday of the month. The public meeting 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 meeting at 5:30 p.m. to explain your case and answer questions.

For all requests for a conditional use extension, an "Application for a Conditional Use Extension" 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 **\$250.00** must be paid before the application can be accepted and is not refundable.

The Community Development Department will provide required notice 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 meeting. You will receive written notice of the decision approximately one week after the meeting date.

A conditional use approval expires if the applicant does not obtain a building permit (or other applicable permit or license) prior to the date the Planning Commission extension approval is given.



UTAH COUNTY PLANNING COMMISSION

APPLICATION FOR A CONDITIONAL USE EXTENSION

OFFICE USE

APPEAL/FILE NUMBER

RECEIVED BY

DATE RECEIVED

RECEIPT NUMBER

APPLICANT INFORMATION

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY (**owner consent required*)

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER (*if different from applicant*)

PHONE

MAILING ADDRESS

EMAIL

CONFIRMATION OF RESPONSIBILITY

1. I certify that I am submitting this application for the action described and that I accept full responsibility for fulfilling all County requirements associated with this request and the Land Use Authority's determination. I understand that the application will be processed under the name listed below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until it is deemed complete by the Planning Division. I acknowledge that a complete application includes all required materials and that the submitted documents must meet all applicable requirements for the specific type of application.

NAME OF APPLICANT

DATE

SIGNATURE OF APPLICANT

PROPERTY OWNER CONSENT

If the applicant is not the legal (fee title) owner of the property, written consent from the property owner must be provided. For properties with a single fee title owner, consent may be shown by completing the section below or by submitting a signed affidavit.

Affirmation of Sufficient Interest

I affirm that I am the fee title owner of the property described below, or that I have been granted written authorization by the owner to submit this application and pursue the requested action.

NAME OF PROPERTY OWNER

DATE

SIGNATURE OF PROPERTY OWNER

SUBMITTAL REQUIREMENTS

Below is a list of information that is required to be submitted with the application for County staff to process the request. If any of the required information is not submitted, the application may be considered incomplete and will not be accepted. Please provide the following in an electronic PDF format. Documents may be emailed to CommunityDevelopment@utahcounty.gov.

NAME OF APPLICANT (ORIGINAL CONDITIONAL USE)

APPEAL/FILE NUMBER OF THE CONDITIONAL USE REQUESTED TO BE EXTENDED

PROPERTY TAX ID #'S INCLUDED IN THE REQUEST

ADDRESS OF THE SUBJECT PROPERTY

TERMINATION DATE (ORIGINAL CONDITIONAL USE)

EXTENSION DATE REQUESTED (*5 years maximum*)

PLEASE EXPLAIN HOW AN EXTENSION OF THE TERMINATION DATE IS NECESSARY FOR SUBSTANTIAL JUSTICE TO BE DONE.

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY THE PROJECT PLANNER TO ENSURE ADEQUATE INFORMATION IS PROVIDED FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERING DRAWINGS, FOR THE PURPOSES OF PUBLIC REVIEW BY ANY INTERESTED PARTY.

APPEALING A LAND USE DECISION

Any appeal of the decision of the Land Use Authority must be made in writing within twenty [20] days to the Zoning Administrator. The proper procedure for filing such an appeal may be found in Utah County Land Use Ordinance 16.72 Rules for Hearing and Deciding Appeals on Alleged Errors.