



CHECKLIST AND REVIEW PROCEDURE FOR BOARD OF ADJUSTMENT

• SUBMISSION REQUIREMENTS

- ***Application form:*** Completed and signed by the property owner(s).
- ***Approval of the property owner(s) if different from the applicant:*** The property owner(s) must sign the back of the application form, or submit a letter indicating their ownership and authorization for the submittal of the application.
- ***Fee:*** \$400.00
- ***Detailed written analysis that describes how the “Criteria for Approval” findings are being met (see attached sheet).***
- ***1 copy of a detailed site plan (11” x 17” minimum paper size, drawn to scale), including, at a minimum:***
 - North Arrow;
 - Scale;
 - Property lines;
 - Existing and proposed structures;
 - Setbacks for existing and proposed structures;
 - Existing easements, roads;
 - Sensitive areas (slopes exceeding 30%, wetlands, floodplains).
- ***1 copy of detailed building elevations (11” x 17” minimum paper size, drawn to scale), if applicable:*** The elevations must include existing and finished grade lines.
- ***1 electronic copy of the site plan and elevations in PDF format.***
- ***ADDITIONAL INFORMATION MAY BE REQUIRED.***

• REVIEW PROCEDURE

1. The planner will review the application and make preliminary findings as to whether the application complies with the “Criteria for Approval” of a variance.
2. The request may be sent to applicable service providers for their review and comment if the planner feels it is necessary to solicit additional information. When their comments are received, the planner will contact the applicant to discuss the service provider recommendations.
3. The planner will schedule a public hearing before the Board of Adjustment which includes noticing all the property owners located within 1,000’ of the subject parcel.
4. The Board of Adjustment will conduct a public hearing and either approve, approve with conditions, or deny the request.



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
Fax: 435-615-3046
www.summitcounty.org

BOARD OF ADJUSTMENT APPLICATION FORM

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Authorized Representative to Whom All Correspondence is to be Sent:

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax: _____

Project Information:

Parcel #: _____ Subdivision Name: _____

Address: _____ Section: ____ Township: _____ Range: _____

Do you currently have constructions plans turned in for Building Permit review? YES (plan check #) _____ NO

Project Description (acreage, building square footage, number of lots, etc.):

FOR OFFICE USE ONLY

\$400.00

Snyderville Basin

Eastern Summit County

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

OWNER(S) ACKNOWLEDGEMENT

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2.00 per notice; 14 day publication of legal notice in local newspaper - cost of notice) will be billed to applicant at the time a hearing is scheduled. Notification fees must be paid within 10 days of billing.

PLEASE NOTE REGARDING FEES; the payment of fees and /or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner(s) Signature: _____ Date: _____

EACH OF THE FINDINGS MUST BE MET IN ORDER TO QUALIFY FOR APPROVAL OF A VARIANCE.

1. Literal enforcement of the ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances.

2. There are special circumstances attached to the property that do not generally apply to other properties in the same district.

3. Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone.

4. The variance will not substantially affect the general plan and will not be contrary to the public interest.

5. The spirit of the provisions of the land use ordinance is observed and substantial justice done.
