



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

## EASTERN SUMMIT COUNTY

### CHECKLIST AND REVIEW PROCEDURE FOR CONDITIONAL USE PERMIT

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#### ● CRITERIA FOR APPROVAL

1. The proposed use shall be appropriate in the particular location, taking into account the nature of the use, its relationship to surrounding land uses and its impact on the natural environment.
2. The proposed use shall be in general compliance with the Development Evaluation Standards in Chapter 2 of the Code.
3. The proposed use will not be in violation of any County, State and Federal laws.
4. The applicant shall present evidence to show approval of the landowner for the particular use, unless the land is owned by the applicant and, in such case, the applicant shall submit proof of ownership.
5. The applicant shall demonstrate that it possesses the requisite skills and experience to ensure that the particular use will be conducted in a safe and orderly manner.
6. The use will not affect, in a significant manner, the public health, safety and welfare.
7. The length and size of the proposed structure(s) must be compatible with the uses in the area and must also meet the setback requirements for the zone in which it is located.

#### ● 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:** One payment will be accepted for both the Planning and Engineering fees.
  - Residential Project: **Planning Fee:** \$400.00. **Engineering Fee:** \$20.00.
  - Non-Residential Project: **Planning Fee:** \$1,000.00 per acre of disturbed land or 1,000 sq ft of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$1,000). **Engineering Fee:** \$90.00 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$90.00).
  - Wind Turbine, Solar, or Recycling Facility:
    - Residential Project: **Planning Fee:** \$200.00. **Engineering Fee:** \$10.00.
    - Non-Residential Project: **Planning Fee:** \$500.00 per acre of disturbed land or 1,000 square feet of building footprint area, whichever is greater (if the development area is less than one acre, the fee shall be \$500.00). **Engineering Fee:** \$45.00 per acre of disturbed land (if the development area is less than one acre the fee shall be \$45.00).

- ***2 copies of a detailed site plan (Please submit 1 copy on 11" x 17" paper size and 1 copy on 24" x 36" paper size, drawn to scale), including, at a minimum:***
  - Vicinity Map & North Arrow;
  - Scale;
  - Property lines;
  - The location and arrangement of all proposed uses, including the building area;
  - Setbacks from the property lines for all structures;
  - The traffic and pedestrian circulation system, including the location and width of all roads, driveways, entrances to parking areas, trails, and pedestrian pathways;
  - Architectural elevations and features of typical proposed structures, including lighting fixtures and signs;
  - When the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction of each stage or unit;
  - A final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan;
    - The area of the parcel, including total acreage of roads or other easements;
    - Total number of dwelling units, by development phase or total amount of square footage for non-residential uses;
    - Residential and/or non-residential density and units per acre;
    - Total floor area and floor area ratio for each type of use;
    - Total area in open space and trails;
    - Total area in development recreation open space;
    - Total number of off road parking and loading spaces.
- ***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 Conditional Use Permit.
2. The request will be sent to applicable service providers for their review and comment. 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 Planning Commission which includes noticing all property owners located within 1,000' of the subject parcel.
4. After conducting a public hearing, the Planning Commission will approve, approve with conditions, or deny the Conditional Use Permit. The Planning Commission may impose conditions or requirements in addition to those prescribed in the Development Code in order to ensure that the proposed use is compatible with other uses permitted in the applicable zoning district and to mitigate or eliminate the adverse impacts of the proposed use.
5. The applicant will receive a final decision letter from the planner indicating the action taken by the Planning Commission.



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## CONDITIONAL USE PERMIT 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.):

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**FOR OFFICE USE ONLY**

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- 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.

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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: \_\_\_\_\_