



EASTERN SUMMIT COUNTY

CHECKLIST AND REVIEW PROCEDURE FOR TEMPORARY USE PERMIT

- **CRITERIA FOR APPROVAL**

1. The proposed use shall be appropriate, on a temporary basis, 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 site shall be returned to its original condition or, when significant disturbance has occurred, to a condition approve by the Planning Commission.
7. The use will not affect, in a significant manner, the public health, safety and welfare.

- **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:***
 - ***Residential Project:*** \$400.00
 - ***Non-Residential Project:*** \$1,000.00 first time fee (\$100.00 renewal fee each time permit is renewed)
- ***Written description of the proposed use:*** Identify temporary activity, hours of operation, duration of the Temporary Use Permit, and any other pertinent information in regard to the request.
- ***1 copy of a detailed site plan (11" x 17" minimum paper size, drawn to scale) including, at a minimum:***
 - Scale and North Arrow;
 - Location and dimensions of all property lines;

- Location of temporary activity and any structures associated with such activity and their setbacks from property lines;
- Identification of existing easements;
- Identification of existing roads and other public rights-of-way;
- Identification of existing and proposed structures and their setbacks from all property lines.

○ ***ADDITIONAL INFORMATION MAY BE REQUIRED.***

● **REVIEW PROCEDURE**

- ***SHORT TERM TEMPORARY USE PERMIT:*** Short term temporary uses shall not exceed sixteen (16) days in a sixty (60) day period.

1. The planner will review the application and make preliminary findings as to whether the application complies with the “Criteria for Approval” of a Temporary Use Permit.
2. If the planner deems necessary, 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 approve, approve with conditions, or deny the request.

○ ***LONG TERM TEMPORARY USE PERMIT:***

1. The planner will review the application and make preliminary findings as to whether the application complies with the “Criteria for Approval” for a Temporary Use Permit.
2. If the planner deems necessary, 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 Temporary Use Permit.
5. The applicant will receive a final decision letter from the planner indicating the action taken by the Planning Commission.



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www.summitcounty.org

TEMPORARY 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.):

FOR OFFICE USE ONLY

- Residential Project: \$400.00
- Non-Residential Project: \$1,000.00 first time fee, \$100.00 renewal fee for each time permit is renewed

- 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: _____