



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

SNYDERVILLE BASIN

CHECKLIST AND REVIEW PROCEDURE FOR CONDITIONAL USE PERMIT

● CRITERIA FOR APPROVAL

1. The use is in accordance with the General Plan.
2. The use conforms to all applicable provision of the Development Code, including, but not limited to any applicable provisions of the Conditional Use Permit Section and Chapter 4 of the Code, the General Plan, and State and Federal regulations.
3. The use is not detrimental to public health, safety and welfare.
4. The use is appropriately located with respect to public facilities.
5. The use is compatible with the existing neighborhood character and with the character and purpose of the applicable zoning district, and will not adversely affect surrounding land uses.

● 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;
- The height and number of floors of all buildings, other than single family dwellings, both above and below or partially below the finished grade;
- A cross section elevations plat depicting all buildings, structures, monuments, and other significant natural and manmade features of the proposed development;
- 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;
- Off road parking and loading areas and structures, and landscaping for parking areas;
- Architectural elevations and features of typical proposed structures, including lighting fixtures, signs and landscaping;
- 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.):

FOR OFFICE USE ONLY

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- 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).
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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.

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: _____