



ADMINISTRATIVE CONDITIONAL USE PERMIT CHECKLIST PLANNING AND ZONING

APPLICANT _____ DATE _____

PROJECT _____

ADMINISTRATIVE CONDITIONAL USE PERMIT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan on a 8 ½" x 11" paper showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	1) North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	2) Drawing Scale
<input type="checkbox"/>	<input type="checkbox"/>	3) Name, Address, Lot Number
<input type="checkbox"/>	<input type="checkbox"/>	4) Property lines, Easements, Adjoining property owners, ingress, egress, streets, curbs, sidewalk, off-site utility fixtures, and adjacent buildings.
<input type="checkbox"/>	<input type="checkbox"/>	5) Location and separations of existing and proposed buildings and structures and their setbacks from property lines (Staff to indicate if elevation drawings of proposed buildings or structures should be submitted).
<input type="checkbox"/>	<input type="checkbox"/>	6) Driveways, parking areas, yard areas, fences, major landscape features, irrigation ditches, canals, manholes, storm drains or other on-site utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a letter of intent, describe business related activities, hours and days of operation, number of employees and/or students, description of storage area and materials (for outdoor storage requests only), indicate any potential impact caused by noise, lights, parking, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Obtain a Salt Lake County Plat of the area.
<input type="checkbox"/>	<input type="checkbox"/>	List of property owners within 300' radius of the subject parcel (prepared by Salt Lake County Records Office)
<input type="checkbox"/>	<input type="checkbox"/>	Prepare one set of Addressed and Stamped (not metered) letter-sized envelopes (no. 10) to be mailed (by the City) to the neighboring property owners. Do not use envelopes with your business return address.

NOTE: Incomplete applications will not be scheduled for Review.

The Zoning Administrator may approve or deny a CUP in any zone in which the particular Conditional Use is allowable or may postpone such determination until further information can be obtained. Believing that a proposed CUP may be contested, the Zoning Administrator may forward any conditional use to the Planning Commission for a full public hearing review. In authorizing any conditional use, the Planning Commission shall impose such requirements and conditions as deemed necessary for the protection of adjacent properties and the public welfare.