



CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

CONDITIONAL USE PERMIT

For Office Use Only

Application #: _____	Fee: _____
Date received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Proposed Use: _____	SITE PLAN Req. Yes / No File #: _____
Public Hearing Required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date: _____
Planning Commission Date: _____	Approved: _____ Denied: _____

Project Name: _____

Address: _____

Applicant Name: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

Representative Name: _____

Telephone #: _____ Fax #: _____

E-mail Address: _____

*If you have any questions about this application, please contact the
Community Development Department at (801) 335-8700.*

(Revised 12.08.2015)

Notice to All Applicants

Application Deadline: Minimum 3 weeks prior to desired Planning Commission Meeting

Meeting this deadline does not guarantee placement on the Planning Commission agenda, which will be determined by completeness of application, conformance to required standards, and staff work load. Every effort will be made to process applications in a timely manner.

APPLICATION REQUIREMENTS *(Digital copies are always accepted and appreciated)*

- Pre-Application Review with Planner
- Complete and signed application form
- A non-refundable Conditional Use Permit review fee
- For applications requiring a public hearing
 - List of all property owners within 300' of the boundary of the proposed development
 - Stamped and addressed envelopes *(return address blank)*
- A description of the land to be developed, including questions on attached page.
- Location map
Showing where the project is located with the proposed name.
- Vicinity Plan
An aerial map at a scale of 1"=100' or other competent base map showing the area within 600 feet of project boundaries giving context to the proposed development. See the Land Use and Development Act 10-3-3 (A) (6) for Vicinity Plan requirements. (attached)
- Sketch/Site Plan
A scaled drawing of and information pertaining to a proposed development site. See the Land Use and Development Act 10-3-3 (A) (7) for Sketch/Site Plan Requirements. (attached)

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(Revised 12.08.2015)

1. Business Location Description:

Total Building size: _____ sq. ft. New Construction: _____

Dedicated to Proposed Business: _____ sq. ft. Building Unit(s) #: _____

Other Existing Uses (multi-tenant buildings): _____

Area Dedicated To The Following Uses (sq. ft.)			
General Office		Type:	
Specialty Office		Type:	
Lab/Manufacturing/ Assembly		Description:	
On Site Warehousing		Description:	
Wholesale Sales/ Freight Warehousing		Description:	
Commercial Retail Floor Area/Display Area		Description:	
Restaurant/Assembly Seating Capacity (#)		Number of Fixed Seats:	
Outdoor Display Area		Description:	
Outdoor Storage		Description:	
Group Living: Bed Capacity		Type:	
Schools: Classrooms		Type:	
Other:		Description:	
Improved Parking Provided		ADA Parking	

2. General Business Description: major activities (indoor & outdoor), number of employees, equipment used, hours of operation, etc.

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(Revised 12.08.2015)

3. **Potential Disruptive Impacts:** (noise, chemicals, or other)

4. **Potential Health Hazards:** (to employees, customers, others)

5. **Traffic Generation:** Cars, trucks, deliveries, etc., (hours and frequency)

6. **Business Plan:**

- a. Future Building or Site Expansion: _____
- b. Permanent or Temporary Location: _____
- c. Expected Growth: _____

7. **Water/Sewer Demand:**

8. **Environmental Impacts:** (emissions, dust, etc.)

Mitigation Proposal:

9. **For New Construction or Proposed Improvements:** (Building Materials, Colors, Signs & Landscaping)

10. **Additional Information:**

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Community Development Department at (801) 335-8700.*

(Revised 12.08.2015)

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by North Salt Lake City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Community Development Department.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

Mailing Address: _____

Street Address and/or Attach Legal Description of Subject Property:

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.
4. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

NSL Code 10-3-3 (A)(6)

6. Vicinity plan. An aerial map at a scale of one inch equals one hundred feet (1" = 100') or other competent base map showing the area within six hundred feet (600') of the project boundaries giving context to the proposed development. The following elements shall be drawn to scale on said map:

- a. Proposed streets;
- b. Buildings (not already shown);
- c. Public facilities;
- d. Utilities;
- e. Boundaries of zoning districts;
- f. Taxing and other special districts;
- g. Watercourses, impoundments, streams, springs, wells, floodplains, and areas subject to continuous or occasional flooding;
- h. Significant vegetative patterns;
- i. Geologic hazards, formations and soils type;
- j. Names of all property owners within three hundred feet (300');
- k. North arrow;
- l. Topographic contours at no greater interval than two feet (2').

NSL Code 10-3-3 (A)(7)

7. Sketch/site plan. A scaled drawing of and information pertaining to a proposed development site. A site plan shall include the following:

- a. The name, telephone number and business address of the developer and owner;
- b. The name, telephone number and business address of the project designer;
- c. The dimensions of the site and total acreage, with proposed density;
- d. North arrow and scale of the drawing;
- e. A proposed lot layout showing approximate size of each lot;
- f. A description of the type of culinary and irrigation water systems proposed; also, documentation of water rights and secondary water shares;
- g. A description of those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA;
- h. Locations and names of existing and proposed buildings;
- i. Locations and names of existing and proposed streets; (Ord. 93-5, 7-6-1993, eff. 7-15-1993)
- j. Public and private easements related to site, including trails and parks as indicated in the parks, trails and recreation study and plan; (Ord. 05-14, 12-13-2005)
- k. Existing survey monuments;
- l. Watercourses and impoundments;
- m. Location and description of existing and proposed vegetation;
- n. Location of proposed parking;
- o. Location and size of utility service (water, sewer, power, gas, telephone cable) lines;
- p. Location of proposed or sewer connection;
- q. Preliminary location of all proposed on-site uses and desired improvements (and off-site improvements if considered essential at this stage). The plan is to convey information that is necessary to determine feasibility and identify problems that need to be solved in the preliminary design plan.