

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

Conditional Use Permit Application

Owner(s) of Record: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Authorized Representative to Whom All Correspondence should be sent:

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Project Information:

Address: _____ Parcel Number: _____

Subdivision Name: _____

Section: _____ Township: _____ Range: _____

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 (cost of individual notices mailed to property owners – current postage rate plus cost of envelope – and cost of legal notice in local newspaper) and engineering review fees will be billed to applicant. 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 City staff does not constitute any sort of approval, 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 Willard City may rescind any approval or sufficiency determination or take other appropriate action.

Owner(s) Signature: _____ Date: _____

CHECKLIST AND REVIEW PROCEDURE FOR CONDITIONAL USE PERMIT (Section 12-105)

Conditional uses are those uses which are permitted in a particular zone district upon showing that such use at a specific site within that zone district will comply with all conditions and standards specified in the Code for ensuring compatibility with surrounding land uses. If no action is taken to establish the use within one year from its issuance, the permit shall expire.

Criteria for Approval

- A. 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.
- B. The proposed use shall be in general compliance with the General Plan and all applicable code requirements.
- C. The proposed use will not be in violation of any City, State, and Federal laws.
- D. 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.
- E. The applicant shall demonstrate that he/she possesses the requisite skills and experience to ensure that the particular use will be conducted in a safe and orderly manner.
- F. The use will not adversely affect in a significant manner the public health, safety, and welfare.
- G. The length and size of the proposed structure must be compatible with the residential uses in the area and must also meet the setback requirements for the zone in which it is located.

Submission Requirements

- A. Completed Application form.
- B. A complete name/address list of all adjacent property owners within 500 feet of the project parcel. (Incomplete or inaccurate list shall be grounds for revocation).
- C. Application fee of \$25. Required legal notification costs and engineering review costs will be billed to application.
- D. 4 hard copies and 1 digital copy of a detailed site plan (2 copies on 11"x17" paper and 2 on 24"x36" paper) that includes at a minimum:
 1. Vicinity map and north arrow
 2. Scale
 3. Property lines
 4. The location and arrangement of all proposed uses, including the building area.
 5. The height and number of floors of all buildings, other than single family dwellings, both above and below, or partially below, the finished grade
 6. A cross section elevations plat depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development
 7. Setbacks from the property lines for all structures
 8. The traffic and pedestrian circulation system, including the location and width of all roads, driveways, entrances to parking areas, trails, and pedestrian pathways.
 9. Dimensions and locations of off-street parking and loading areas and structures and landscaping for parking areas
 10. Architectural elevations and features of typical proposed structures, including lighting fixtures, signs, fencing, and landscaping.

11. When the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction for each age or unit.
12. A final statement in tabular form which sets forth the following data, when such data is applicable to a given development plan:
 - i. The area of the parcel, including total acreage of roads or other easements;
 - ii. Total number of dwelling units, by development phase, or total amount of square footage for non-residential uses;
 - iii. Residential and/or non-residential density and units per acre;
 - iv. Total floor area and floor area ratio for each type of use;
 - v. Total area in open space and trails;
 - vi. Total area in development recreation open space;
 - vii. Total number of off-road parking and loading spaces.
13. 4 hard copies and one digital copy of building structure elevations (2 copies on 11"x17" and 2 copies on 24"x36") drawn to scale (if applicable)
14. Storm Water Pollution Prevention and Erosion Control Plan (SWPPP), per Willard City's Development Standards, Engineering requirements, and Supplemental specifications for Public Works Projects (if applicable).
15. Electronic copies (in PDF format) of the site plans and building detail plans and/or other details as required.
16. Additional information may be required (See attachment as appropriate)
 _____ Yes _____ No (Staff determination)

Review Procedure

- A. 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.
- B. 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.
- C. The Planner will schedule a public hearing before the Planning Commission, which includes noticing all property owners located within 1,000 feet of the subject parcel.
- D. 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.
- E. The applicant will receive a final decision letter from the Planner indicating the action taken by the Planning Commission.

RECEIVED BY: _____ DATE: _____