



BOX ELDER COUNTY, UTAH COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 435-734-2634 FAX 435-734-2728

APPLICATION

(Taken by appointment only 435-734-3316)

(Yellow)

(Revised 1-20-2010)

Conditional Use Permit Application #CUP _____		Filing Fee Received by _____
Date Filed _____	Planner's Initials _____	Current Zone _____
<i>(PLEASE call Tamara Wright 435-734-3316 for an appointment to turn in your application)</i>		

- Purpose of Conditional Use Permit _____

- Location where CUP will be used _____
- Parcel Description _____
- Present use of Property _____
- Name of Applicant _____
Daytime Phone # (applicant) _____ Property owner _____
- Mailing Address _____ City _____ State _____ Zip _____
If property has more than one owner, attach information on each additional owner on a separate sheet. Applications submitted without a notarized signature of each additional property owner will not be processed.
- E-Mail address _____
- Name of Property Owner if other than Applicant _____
- Mailing Address _____ Phone # _____
- Assessor's Parcel No(s) _____ # of Acres _____
- Acres _____
- Name of person authorized by owner(s) to represent the owner(s) in this approval process _____
E-Mail _____
Mailing Address _____ City _____ State _____ Zip _____

NOTICE:

All documents and information listed in the attached checklist for the approval requested must be submitted with this application or the application is incomplete.

The Planning Commission normally meets on the third Thursday of each month. Applicants will be notified of changes in meetings and meeting times. The Planning Staff will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Planning Commission will not review any submittal that was made less than 20 business days (3rd Thursday of previous month) prior to the scheduled meeting. Submittals are placed on a tentative agenda until necessary staff review has been completed.

I affirm that I have read and understand this application and that all representations made and material submitted with this application are true and correct to the best of my knowledge. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicant's Signature _____ Date _____
(Owner's signature must be authorized if not submitting application in person)

Is this Conditional Use allowed in the current zone? _____
YES _____ NO _____ Planner's Signature _____

The following are the county requirements for Conditional Use Permit approval:

- 1) Upon receipt of all required fees and information for any specific step of the review procedure, the Planning Director and other members of the Technical Review Committee, shall review the application for completeness and compliance with the provisions of this Code and other pertinent County regulations. When the Planning Director determines that the application is ready for Planning Commission review, the Planning Director will docket the application for review at the next regularly scheduled public meeting of the Planning Commission. Incomplete applications shall not be docketed for Planning Commission review.
- 2) The applicant must follow the general standards for Conditional Use Developments as set forth in Article 2-2-100 of the New Code. Applications requiring a site plan need to follow requirements as set forth in Article 2-2-110 of the New Code, entitled "Site Plan Review."
- 3) Once completed applications and all required documentation are received by the deadline (refer to the schedule for submission deadline), the Planning Director will set the application as an agenda item for discussion at the Planning Commission meeting. After the application is determined to be complete, the Zoning Administrator shall schedule a public meeting before the Planning Commission as provided in Section 2-2-050 of Article 2 of the New Code. **RECOMMEND OR DENY.** The Planning Commission shall hold a public hearing regarding an application. After due consideration the Planning Commission shall approve, approve with conditions, or deny the application pursuant to the standards set forth in Section 2-2-100 (F) of the New Code.
- 4) After recommendation from the Planning Commission is received, and review is complete by the County Attorney, the applicant will be placed on the County Commission agenda to appear and shall answer any questions and if required negotiate any required bond or financial security. The County Commission shall either approve or reject the conditional use permit and upon approval shall authorize the County Recorder to record said permit and any of the approved material. The costs of recording shall be paid by the applicant.

The following are the county requirements for subdivision approval:

- 1) **Conceptual review** (Article 6-1-120) A concept plan shall be required of all subdividers. Concept plan review provides the subdivider with an opportunity to consult with and receive assistance from the County regarding the regulations and design requirements applicable to the proposed subdivision of property. A concept plan shall be drawn to scale not smaller than 100 feet to the inch, and shall show a north arrow. The subdivider shall submit three (3) copies 24x36" and (1) copy 11"x17" of the proposed subdivision concept plan drawn to scale to the County Community Development Department. Before scheduling of the concept plan for review by the Planning Commission, the Community Development Department must receive letters from the entities providing water, sewer or septic tank, or fire suppression indicating there are no major problems with providing services to the development. A Public Hearing shall be scheduled before the Planning Commission for concept review/acceptance. The subdivider shall pay an application fee as provided in the Fee Schedule for concept review.
- 2) **Preliminary plan filing/approval** (Article 6-1-130) The purpose of the preliminary plat is to require formal preliminary approval of a subdivision as provided herein in order to minimize changes and revisions which might otherwise be necessary on the final plat. The preliminary plat and all information and procedures relation thereto shall in all respects, be in compliance with the provisions of this Code and any other applicable County Ordinances. All required documentation shall be submitted at least twenty (20) business days (refer to submission deadline schedule) prior to the Planning Commission meeting. The subdivider shall pay an application fee as provided in the Fee Schedule for preliminary review. The Planning Commission shall review the submitted preliminary plat and determine compliance with the standards and criteria set forth in this Subdivision Ordinance and all other ordinance of Box Elder County. The Planning Commission may approve, approve subject to modification, or disapprove the submitted preliminary plat, and shall make findings specifying any inadequacy in the application, non-compliance with County regulations, questionable or undesirable design and/or engineering, and the need for any additional information which may assist the Planning Commission to evaluate the preliminary plat.
- 3) **Final Subdivision Approval** (Planning Commission) After the petitioner has received preliminary subdivision approval from the Planning Commission and development is in compliance with the provisions of the subdivision ordinance, the subdivider shall file an application for final plat approval with the County Community Development Department on a form prescribed by the County (refer to the schedule for submission deadline), together with three (3) copies of the proposed final plat and three (3) copies of the construction drawings. At the same time, the subdivider shall pay to the County the application fee for the subdivision as set forth in the Fee Schedule
- 4) Final Subdivision Approval (Box Elder County Commission)
- 5) County Recording

Zoning text and map amendments shall be considered and processed as provided in this subsection. (Article 2-2-080)

1. An application shall be submitted to the Zoning Administrator in a form established by the Administrator along with any fee established by the County’s schedule of fees. The application shall include at least the following information:
 - a. The name, address and telephone number of the applicant and the applicant’s agent, if any;
 - b. The names of all owners of the subject property;
 - c. The requested amendment and reasons supporting the request; and
 - d. If the proposed amendment requires a change in the zoning map, the application shall include:
 - 1) An accurate property map showing present and proposed zoning classifications; and all abutting properties showing present zoning classifications.
 - 2) An accurate legal description and an approximate common address of the area proposed to be rezoned.
 - e. If the proposed amendment requires a change in the text of this Code, the application shall include chapter and section references and a draft of the proposed text.
2. After an application is determined to be complete, the Zoning Administrator may prepare a staff report evaluating the application.
3. The Planning Commission shall review the application and shall thereafter submit its recommendation for approval, approval with modifications, or denial thereof to the County Commission.
4. Following receipt of a recommendation from the Planning Commission, the County Commission may hold a public hearing on the application as provided in Section 2-2-050 of this Chapter and in the *Utah Open and Public Meetings Act*. Following a public hearing, and after due consideration, the County Commission may approve, approve with modifications, or deny the proposed amendment.

The (2007) Box Elder Land Use Management & Development Code can be found on the County’s Web Page at www.boxeldercounty.org



UTILITY CONTACTS

BEAR RIVER HEALTH DEPARTMENT		Mike Rhodes (northern)	435-257-3318 (Tremonton)
		Clayne Shakespear	435-734-0845 (Brigham City)
TELEPHONE COMPANIES	Frontier Communications	Bill Hull	435-257-8124
	Qwest	Bill Squires	800-526-3557 (developers)
ROCKY MOUNTAIN POWER		Robert Weyland	435-257-6703 (northern)
QUESTAR GAS			801-395-6734
WATER COMPANIES			
	Division of Water Rights	Logan Office	435-752-8755
	ACME Water	Curtis Christensen	435-279-8464
	UKON	Brian Shaffer	435-458-3379
	Thatcher-Penrose	Yale King	435-854-3626
	Bothwell Water Company	Doug Newman	435-854-3854
		Byron Nelson	435-854-9656
	West Corinne	Curtis Marble	435-744-2960
	Crouse Creek	Jay Turner	435-747-7488
	Bear River Water Conservancy	Voneene Jorgensen	435-723-7034
	Honeyville	Emily (Honeyville City)	435-279-8425
	Snowville	Gary Frandsen	435-872-8274
	Deweyville	Howard Healy	435-257-7778
	Perry City		435-723-6461
	Mantua City	Tracy Thompson	435-734-2339
	Plymouth	Kim Starr	435-458-2107
	Howell	Craig Hawkes	435-471-2219
	South Willard	Richard Day	435-734-2137
	Riverside/North Garland	Craig Anderson	435-257-3617

Box Elder County Planning Department Fees shall be as follows:

- Site Plan Review Application Fee \$375.00 + **costs**
- Conditional Use Permit Application Fee \$375.00 + **costs**
- Application for Appeal to Board of Adjustment \$375.00
- Small Subdivision (2 lots) without Improvements
Application Fee \$375.00 + \$100.00 per lot/unit
- Subdivision: Concept Review Application Fee \$375.00 + \$10.00 per lot/unit
- Subdivision: Preliminary Approval Application Fee \$ 50.00 per lot/unit
- Subdivision: Final Approval Application Fee \$150.00 per lot/unit + **costs**
- General Plan Amendment \$450.00 + **costs**
- Zoning Map/Ordinance Amendment Application Fee \$450.00 + **costs**
- Minor Lot Line Adjustments \$175.00
- Administrative CUP (Home Occupation) \$ 25.00
- Land Use Development and Management Code \$ 0.25 per page
- General Plan \$ 0.25 per page
- 8 ½” x 11” Black and White Copies \$ 0.25 per page
- 8 ½” x 11” Color Copies \$ 2.00 per page

Costs = The (\$) amount beyond the application fee needed to cover the actual costs incurred by the County to review an application and inspect required improvements. The applicant will be notified of these costs in writing.

(Adopted 9-18-07)