



Conditional Use Permit Application

Planning Commission

***All sections of this application must be complete and fees paid upon submittal or application will be deemed incomplete.**

Project Title: _____ Address of Property: _____

Tax ID/Parcel Number: _____ Current Zoning: _____ Number of Lots: _____ Total Area/Acres/Sq Ft: _____

Existing Use of Property: _____ Proposed Use of Property: _____

Project Description: _____

Name(s) of Applicant(s) or Authorized Agent(s): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name(s) of Property Owner(s) (if other than applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Architect/Engineer: _____ Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant Certification:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Brigham City Code regarding this application and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Brigham City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof. I also understand the property owner or the authorized agent will be billed for engineering fees in excess of one hour and will be responsible for repayment of those fees.

Signature: _____ Date: _____

Please note: Attendance at Planning Commission meeting is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

Office Use Only

Application # _____	Application Fee (1acre or less)	\$250.00 ^a
Date Received _____	Add'l acres (or fraction) _____ x \$50.00	\$ _____
PC Mtg Date _____	Engineering Deposit	\$500.00 ^b
Receipt # _____	Total	\$ _____
Dep. W.O. # _____		

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).
^b Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost. A financial guarantee shall be made to the City through a cash deposit in the amount of \$500 due at the time of application. Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.
^c Applicable Engineering fees in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.

PROPERTY OWNER

* IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

*IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

CONDITIONAL USE PERMIT CHECKLIST

Brigham City Code can be found on our website: www.brighamcity.utah.gov

Checklist for Acceptance of Conditional Use Applications:

- Application completely filled out and payment of fee(s)
- Sixteen (16) copies of site plans (building elevations, signage, etc.), two (2) copies of storm water drainage and calculations.

Plans need to show the following:

- Vehicle and pedestrian access
- Location and dimensions of parking stalls and entrances
- Handicap parking and access
- Number of parking spaces per ordinance
- Surfacing and lighting of parking areas
- Location and arrangement of truck loading and unloading facilities

Signage

- Location, size, height, etc
- Colors, lighting, ect

Landscaping

- (Minimum of ___ % total for project area) Landscaping may be submitted on separate document for clarity
- Location, height, and materials of walls, fences, hedges, and screen planting
- Number, type, maturity and size of all landscape planting
- Method of irrigation
- Location of water meter, point of connection, and any blow out or winterizing system
- Location, type, and size of any existing trees over 4" caliper.

Site Layout

- Building locations, dimensions and orientation of the parcel
- Identify the proposed use of all buildings
- The location of any overhead power, communication, and transmission lines that may affect subject property
- Architectural elevation drawings of all proposed buildings

Utility and Engineering

- Storm water plans, calculations
- Utility easements (existing and proposed)

Time Limitations on Approval:

If construction of any development for which design approval has been granted, has not been commenced within twelve (12) months from date of Design Review approval, the approval shall be deemed automatically revoked. Upon application, an extension of time may be granted by the Planning Commission or by the Zoning Administrator, if authorized.