



# Conditional Use Application

## Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

Phone: (801) 614-9626; website: [www.syracuseut.com](http://www.syracuseut.com)

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Updated 12-21-10

**Mark Permit Type (Conditional uses not indicated by asterisk are minor and may be approved administratively):**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Accessory Structure  | <input type="checkbox"/> Dwelling Group*         | <input type="checkbox"/> Intermittent Commercial Use      | <input type="checkbox"/> Sexually-Oriented Business* |
| <input type="checkbox"/> Apiary               | <input type="checkbox"/> Dwelling, Two-Family*   | <input type="checkbox"/> Modification or Extension (\$25) | <input type="checkbox"/> Stable, Public              |
| <input type="checkbox"/> Cluster Subdivision* | <input type="checkbox"/> Farm Animal Keeping*    | <input type="checkbox"/> Park/Recreational Use, Private   | <input type="checkbox"/> Temporary Use of a Building |
| <input type="checkbox"/> Dog Kennel           | <input type="checkbox"/> Home Occupation, Major* | <input type="checkbox"/> Public/Quasi-Public Building     | <input type="checkbox"/> Wireless Communication*     |

**Subject Property Location**

Address:		Business Name (if applicable):	
Square Footage of Building or Use:	Lot Size (acres):	Current Zone:	ZIP:

**NOTE: All conditional use requests require a scaled property Site Plan indicating Use location (refer to guidelines)**

**Applicant Information**

Name of Business (if applicable):		Contact Name:	
Mailing Address:		City:	State: ZIP:
Business Phone Number:	Contact Cell Phone Number:	Contact Email Address:	

**Property Owner Information**

Name(s):			
Mailing Address:	City:	State:	ZIP:
Telephone Number:	Email Address:		

**Description of Requested Use (see guidelines on back for required information):**


*I hereby certify that the requested Conditional Use would comply with all required conditions and standards of the Syracuse Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the City's General Plan, and impose no insatiable demands for public services. I read the City Land Use Ordinance relative to Conditional Uses and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse City Title X, Chapters 4 and 6. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.*

<p>_____ <b>Applicant Signature</b></p> <p>_____ <b>Date</b></p> <p>_____ <b>Property Owner Signature</b></p> <p>_____ <b>Date</b></p>	Date Accepted:	Received by:	Total Paid:	<b>FOR OFFICE USE ONLY</b>
	Application Fees: \$25 for modification or extensions \$50.00 for minor and \$100.00 for *major Noticing Fee (90c per mailing address): Mailing List Generation Fee: \$15.00			
	<input type="checkbox"/> Check No.:	<input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		
	Receipt No.:	ARC Date of Recommendation:		
	Planning Commission Approval Date:			



## Conditional Use Application – Page 2 Guidelines and Requirement Checklist

**DISCLAIMER:** *The City is providing the following information as a service to those applying for conditional use approval. No one shall consider these guidelines as comprehensive. In the event of conflicts or discrepancies between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

### Applicant to read and check each box to acknowledge all requirements

- Complete and sign Conditional Use application form
- Pay application fee and any applicable processing fees (e.g. mailing list, notices, or public hearing sign of \$6 if required)
- Submit mailing list, if a major conditional use
- Include scaled plans and design drawings as required
- Provide copies of approval letters from all affected utility agencies if conditional use, such as accessory building or structure, would encroach into a recorded Public Utility Easement (PUE)
- Acquire Planning Commission approval, if a major conditional use - Tentative date for consideration: \_\_\_\_\_
- Acquire an approved Building Permit after conditional use approval, if applicable

### Mailing List (if a major conditional use)

For the purpose of noticing the public of a land-use decision related to a conditional use, City Ordinance requires applicants to submit:

- An approved list of all owners of real property located within 300 feet of the subject property boundary, as shown on the latest assessment rolls of the County Recorder (or an additional \$15 to City for staff to generate required list)
- A noticing fee in the amount of the actual costs incurred by the City to provide the notices (currently 92¢ per address)

### Scaled Drawings

Site plans shall be drawn to not less than 1 inch equaling 40 feet and include the following, when applicable:

- Name, address, and phone number of property owner as well as engineer or agent
- Boundaries and dimensions of property, with adjacent public street(s) identified, and measurements of setbacks and distances between existing and proposed structures on site and existing structures, 200 square feet or greater, within 50 feet on adjacent properties
- Easements, existing and proposed, with location and size of all existing and proposed public utilities as well as required landscaping, open space, or park space for dedication to City
- Location and layout of required off-street parking
- Location and height of all required fences or walls (and/or dense vegetation and water source for apiaries)
- Location and size of, or percentage of floor area for, proposed use and related signage and/or flags as well as applicable storage
- Footprint of all dwellings and other main buildings (for cluster subdivisions)
- Traffic plan (for preschools and class-based businesses)
- Restroom facilities (for stables and temporary uses of buildings)
- Location, direction, and timing of all exterior lighting

In addition to the required Site Plan, some conditional use applications require additional information, such as:

**Accessory Structures** - Elevation drawings showing roof structure and height, type of material and design finish of primary structure and proposed building, and dimensions of accessory structure with measurement(s) of wall height(s)

**Cluster Subdivision** – Home Owners Association bylaws for maintaining open space, a landscaping plan, and building design standards

**Two-Family Dwellings** – Elevation drawings showing type of material and design finish of proposed home

**Home Occupation** – Hours of operation, number of employees and/or students or children coming to the home, number of anticipated patrons coming to the home per hour, a license from the Utah Department of Health Bureau (if applicable), and criminal background clearances through the Utah Bureau of Criminal Investigation when applicable

**Stables** – hours of operation and a plan for controlling dust, odor, and insects

**NOTE:** Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an “at-risk government employee” as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity. *See Title X for complete guidelines and requirements of Conditional Uses. City staff will not process or forward to Planning Commission any incomplete applications.*