



## COMMUNITY DEVELOPMENT DEPARTMENT

220 East Morris Avenue, Suite 150

South Salt Lake City, Utah 84115

[www.sslc.gov](http://www.sslc.gov)

# CONDITIONAL USE PERMIT APPLICATION

### CHECKLIST PRIOR TO SUBMITTAL

1. Complete Application & Affidavit **(REQUIRED)**
2. Nonrefundable Fees – This includes \$2/postcard for Public Notices, which are mailed out to all adjacent property owners within 300 feet. **(REQUIRED)**
3. Current Title Report – Issued no longer than 30 days from date of application submittal
4. Applicant Letter – Written to Community Development describing the proposed project and project timeline.
5. Conditional Use Compliance Letter – Describe how the proposed project will comply with the criteria listed in Title 17.05. The letter shall include: **(REQUIRED)**
  - a. A description of proposed mitigating management practices
  - b. Proposed mitigating and conditions of approval
6. Site Plan – The site plan shall include the following information: **(REQUIRED)**
  - a. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
  - b. Existing plat/proposed plat amendment
  - c. Name and correct address of the development
  - d. Location and name of the street(s)
  - e. Property boundaries, topography in two foot contours, any designated wetlands, flood plain or geologic hazard
  - f. Identification of surrounding land uses
  - g. Exact location of proposed structures
  - h. Circulation diagram, vehicular and pedestrian. Show all driveway locations and dimensions.
  - i. Proposed and existing parking areas, lighting, landscaped areas, and trees.
  - j. Identify all parking stalls which will be designated specifically for the proposed use.
  - k. Location of existing or proposed fences
  - l. Plans for utility provisions and disposal of any hazardous materials
  - m. Locations of existing or proposed accessory structures
  - n. Locations of existing and proposed signs
7. Proposed design schematic of each building(s) elevation, including materials and colors
8. Floor Plans – Interior layout and dimensions of entire building(s), current and proposed uses
9. Other Items as requested by staff

SUBMIT VIA EMAIL OR IN-PERSON –

[planning@sslc.gov](mailto:planning@sslc.gov)

**\*\* ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED \*\***

*It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, or state code approval requirements. All application fees are nonrefundable. Submitting an application in no way guarantees placement on any specific agenda.*

*Applicants are responsible for addressing and correcting any inaccurate or incomplete application documentation. Inactive applications automatically void after 180 days. All voided applications require submittal of a new application, including payment of all costs and fees.*

**COMMUNITY DEVELOPMENT DEPARTMENT**

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South Salt Lake City, Utah 84115

[www.sslc.gov](http://www.sslc.gov)**CONDITIONAL USE PERMIT APPLICATION**

Zone: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Property ID#(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Total Acres: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Applicant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Fee Title Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Email Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Email: \_\_\_\_\_  
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\_\_\_\_\_Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**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 the party with whom the City should communicate regarding any matter pertaining to 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 all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

I further understand that additional fees may be charged for the City's review of the proposal if the City requires the services of outside consultants in its review. A deposit into an out-of-pocket with the City may be required to cover such costs, depending on the scope of the application. An accounting of costs will be made available to the applicant upon request if the City draws upon the out-of-pocket account to reimburse its outside consultant expenses associated with a particular application. The applicant may also be required to refresh its out-of-pocket account if initial deposits are insufficient to facilitate the full extent of required review. Any unused portion of the applicant's out-of-pocket deposits will be refunded to the applicant upon final disposition of the application.

SIGNATURE OF APPLICANT: \_\_\_\_\_

NAME OF APPLICANT (PRINTED): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**-----FOR CITY USE ONLY-----**

Fee Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

## TITLE 17.05.02(C) CRITERIA:

*Please give a detailed response to each item below. If it does not apply, please answer N/A.*

1. The size and location of the site;
2. Traffic generation, timing, and nature of traffic impacts and the existing condition and capacity of the Streets in the area;
3. Utility demand and available capacity, including storm water retention;
4. Emergency vehicle access and anticipated average and peak day demand;
5. Location and amount of off-Street parking;
6. Internal vehicular and pedestrian circulation system, including delivery vehicles, loading and unloading;
7. Fencing, Screening, and Landscaping to separate the Conditional Use from adjoining property and Uses;
8. Building mass, bulk, design, and orientation, and the location of Buildings on the site including orientation to Buildings on adjoining Lots or Parcels;
9. Usable open space;
10. Signs and lighting;
11. Physical design and Compatibility with surrounding structures in terms of mass, Scale, style, design, and architectural detailing;
12. Noise, vibration, odors, steam, or other factors that might adversely affect people and property off-site;
13. Control of delivery and service vehicles, loading and unloading zones;
14. Generation and Screening of waste;
15. Recycling program and pickup areas;
16. The potential adverse impacts arising from the conduct of patrons, guests, employees, occupants, or their affiliates;
17. Within and adjoining the site, the impacts of the Use on public property and environmentally sensitive lands;
18. Hours of operation, delivery, and activity;
19. Special hazards arising from the Use or from its reasonably anticipated secondary effects, including its potential to attract criminal behavior; and
20. Demand for public infrastructure or services.

## PROPERTY OWNER'S AFFIDAVIT for property located at

Address: \_\_\_\_\_

Project Name / Business Name: \_\_\_\_\_

### PROPERTY OWNER

I/we \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_, personally appeared before me \_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_

### AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property described above, do hereby appoint my/our agent \_\_\_\_\_ to represent me/us with regard to this application affecting the above described real property located in the City of South Salt Lake, and to appear on my/our behalf before any City Board or Commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_, personally appeared before me \_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_