



Community Development Department  
P.O. Box 128  
60 North Main Street  
Coalville, Utah 84017  
Phone: 435-615-3124  
www.summitcounty.org

- CONDITIONAL USE PERMIT**
- AMENDMENT TO CONDITIONAL USE PERMIT**
  - Snyderville Basin
  - Eastern Summit County

**OFFICE USE ONLY**

Project #: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Received By: \_\_\_\_\_ Plan Check #: \_\_\_\_\_

**PROJECT INFORMATION**

Project Description/Type of Use: \_\_\_\_\_  
Address: \_\_\_\_\_ Tax ID#: \_\_\_\_\_  
Total Project Area: \_\_\_\_\_ Acres \_\_\_\_\_ Square Feet  
Building Footprint Sq. Ft.: \_\_\_\_\_ Building Gross Sq. Ft.: \_\_\_\_\_  
Number of Units: \_\_\_\_\_  
Name of Development: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Applicant's Interest in Subject Property:  
 Owner  Contractor  Architect  Engineer  Other: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS – Certain submittal requirements may be waived by Staff depending on the circumstance of each application and whether or not certain items are necessary to understand the nature of the project.**

- Written description of the proposal (e.g. hours of operation, number of employees, plan for snow removal, etc.).
- 1 copy of a detailed site plan (11" x 17" minimum paper size, drawn to scale) which should include:
  - Scale and North Arrow.
  - Location and dimensions of all property lines.
  - Identification of existing easements.
  - Identification of existing roads and other public or private rights-of-way.
  - Identification of existing streams, lakes, ponds, or other water bodies.
  - Existing and proposed contours. For lots one acre or less in size, contours are required for the entire lot. For lots greater than one acre, contours are required 100' on each side of all proposed structures and other areas of disturbance proposed for the lot.
  - Identification of existing and proposed structures and their setbacks from all property lines.
  - Identification of proposed ingress and egress and parking locations, including a note indicating the proposed number of parking stalls and their size.
  - Identification of snow storage areas.
- 1 copy of detailed building plans (11" x 17" minimum paper size, drawn to scale) which should include:
  - The general arrangement of all buildings, including the overall dimensions and dimensions of significant wall offsets.
  - Building cross sections and building elevations, including existing and proposed grade lines, floor levels which include the top of wall/plate height and overall height and pitch of roof.
  - Detailed floor plans that identify the use of the building and spaces within.
  - Roof plan that identifies the proposed materials, mechanical equipment, and significant roof penetrations.
  - Identification of all exterior materials.
- 1 copy of a detailed landscape plan (11" x 17" minimum paper size, drawn to scale) for projects in the Snyderville Basin.
- 1 copy of a detailed lighting plan (11" x 17" minimum paper size, drawn to scale) for projects in the Snyderville Basin.
- 1 copy of a detailed sign plan (11" x 17" minimum paper size, drawn to scale).
- 1 electronic copy of the required materials in PDF format.
- ADDITIONAL INFORMATION MAY BE REQUIRED by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be available for public review.**

**Applicant Initials** \_\_\_\_\_

| <b>FEES</b>             |                    |                        |   |  |
|-------------------------|--------------------|------------------------|---|--|
|                         | <b>Residential</b> | <b>Non-Residential</b> | <b>Residential Wind Turbine, Solar, or Recycling Facility</b> | <b>Non-Residential Wind Turbine, Solar, or Recycling Facility</b>  |
| <b>Planning Fee</b>     | \$1,000            | \$2,500                | \$100   | \$500  |
| <b>Engineering Fee</b>  | \$750              | \$1,250                | \$100   | \$500 per acre of disturbed land and \$100 per each additional acre (if the development area is less than one acre, the fee shall be \$45) |
| <b>TOTAL AMOUNT DUE</b> |                    |                        |   |  |

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 notices (individual notices mailed to property owners - \$2 per notice; 14 day publication of legal notice in local newspaper – cost of notice) will be billed to applicant. Notification fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, 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.

**OWNER'S ACKNOWLEDGEMENT**

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 Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STAFF NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_