

**Conditional Use Permit Application**  
 Community Development Department  
 220 East Morris Avenue Ste 200  
 South Salt Lake City, UT 84115  
 801.483.6011 Fax 801.483.6060  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)



**Notice:** The applicant must submit copies of the development plans to be reviewed by the city in accordance with the terms of the South Salt Lake Municipal Code. Once plans are submitted, they are subject to compliance reviews by various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the city code. All submitted conditional use permit applications shall be reviewed in accordance with §17.10.010 of the South Salt Lake City Code and all other applicable city ordinances. Application submission in no way guarantees placement of the application on any particular agenda of any city reviewing body. Applications for subdivisions and conditional use permits are due at least 10 days prior to the next hearing date before 11:00 a.m. Applications for zoning ordinance and map amendments are due at least 14 days prior to the next hearing date before 11:00 a.m. The Planning Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month in the council chambers at 7:00 p.m. It is recommended that all applications and checklist items be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission		Zone		Parcel #(s)	
Project Name				Acres	
Project Address				Units	
Project Description					
Property Owner(s)			Applicant(s)		
Address			Address		
City	State	Zip	City	State	Zip
Phone number			Phone number		
Contact Person			Address		
Phone			City		
Cellular	Fax		e-mail		

Conditional use permit fees:  
 Commercial \$400.00  
 Home occupations and other residential \$100.00

OFFICE USE ONLY			
Received by	Date received	Receipt #	Fee \$

PROPERTY OWNER'S AFFIDAVIT

I/we \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other 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)

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

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

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AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, South Salt Lake City, Utah, do hereby appoint \_\_\_\_\_ as 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 authorize \_\_\_\_\_ 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: \_\_\_\_\_

# Home Occupation Conditional Use Check List

The city requires these materials and information listed below in order to complete a full and accurate review of your proposal for the Planning Commission. Failure to provide the information and requested materials will result in the rejection of the application by staff, and delays in processing your request. Use this checklist to assure that the application is ready to be processed.

## Materials Checklist

- \_\_1. Complete application form
- \_\_2. Application fee - \$100.00
- \_\_3. The proposed site plan **submitted in a pdf format**. Each plan submitted should represent the entire property and contain the following:
  - a. address of residential unit
  - b. location and name of street(s)
  - c. property boundaries and all pertinent dimensions
  - d. locations, current uses, and ownership of all abutting properties
  - e. location of driveway(s) should be clearly shown with dimensions
  - f. location of fences
  - g. dimension of yard areas
  - h. locations of necessary structures
- \_\_4. Interior floor plan
- \_\_5. Other items as determined necessary by staff for the specific development

**Conditional Use Permits Require a Notice of a Public Hearing. The following is a list of items that will need to be submitted to staff for the hearing:**

- Submit a copy of the property owner's list from Salt Lake County Recorders office.
- Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number, name, and mailing address. (ask for the list from VAST 1665 and VAST 1667)
- The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes). South Salt Lake City will mail the notices to all property owners within 400 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant.

# Commercial Conditional Use Permit Checklist

## Materials

- \_\_1. Complete application
- \_\_2. Application fee - \$400.00
- \_\_3. One (1) copy of the proposed site plan on paper no larger than 11x17. Each plan submitted should represent the entire property and all proposed uses. Staff may request more specific information, but typical applications will require the following information. A drawing to the scale of 1" = 60' showing:
  - a) name and correct address of the development
  - b) location and name of the street(s)
  - c) property boundaries showing all property dimensions
  - d) locations, current uses and ownership of all abutting properties
  - e) location of driveway(s) should be clearly shown, with dimensions
  - f) proposed and existing parking areas, lighting, and landscaped areas
  - g) location of existing or proposed fences
  - h) plans for utility provisions
  - i) locations of existing or proposed accessory structures
  - j) locations of existing and proposed signs
- \_\_4. Proposed building elevations, exterior materials, colors and textures (for new buildings, additions and significant remodels only).
- \_\_5. Interior layout of building (as required by staff)
- \_\_6. A letter written to the planning commission describing the development
- \_\_7. All plans must also be submitted electronically in PDF format
- \_\_8. Other items as determined necessary by staff for the specific development

## Public Notification Requirements

Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office (2001 S. State Street) of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number and mailing address.

The applicant must furnish plain white business envelopes and stamps for each property owner to be noticed. South Salt Lake City will mail the notices to all property owners within 400 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant for the proposed development.

Note: The county recorder's office will not provide labels unless the applicant has the application and checklist with them at the time of purchase.