

Conditional Use Permit Application Packet



Planning and Development Services Department

48 West Young Street, PO Box 886
Morgan County, Utah 84050
(801) 845-4015
Fax (801) 845-6087



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **conditional use permit** approval. This packet includes necessary background information that you will need to prepare and file a complete submittal, and which will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Conditional Use Permit Application Form
- Conditional Use Permit Application Checklist
- Conditional Use Permit Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Conditional Use Permit Application Form
- All items listed on the Conditional Use Permit Application Checklist (incomplete applications will not be accepted)
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing conditional use permit petitions, please feel free to contact the Planning and Development Services Department at the address and phone number below. Pre-application meetings with staff are strongly encouraged. The Morgan County Code can be accessed via www.morgan-county.net. Thank you for your interest in Morgan County, and we look forward to working with you very soon.

Sincerely,

Morgan County Planning and Development Services

Conditional Use Permit Application

Planning and Development Services
 48 West Young Street, Morgan, UT 84050
 (801) 845-4015 Fax (801) 845-6087
www.morgan-county.net



Notice: The applicant must submit copies of the conditional use permit proposal to be reviewed by the County in accordance with the terms of the Morgan County Code. Once a conditional use permit proposal is submitted, it is subject to compliance reviews by the various county departments and contracted staff, and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the County Code and all other applicable laws. All submitted conditional use permit proposals shall be reviewed in accordance with Title 8 of the Morgan County Code. Submission of a conditional use permit proposal in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all conditional use permit proposals be submitted well in advance of any anticipated deadlines.

Project Information						
Date of Submission:		Zone:	Serial#(s):		Parcel #(s):	
Project Name:					Acres:	
Project Address:						
Project Description:						
Property Owner(s):			Applicant(s):			
Address:			Address:			
City:	State:	Zip:	City:	State:	Zip:	
Phone:			Phone:			
Contact Person:			Address:			
Phone:			City:	State:	Zip:	
Cellular:		Fax:		Email:		

*The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform the County employee accepting this information. Morgan County does not currently share your private, controlled or protected information with any other person or government entity.

Conditional Use Permit Fees

_____ Conditional Use Permit..... \$250.00
 _____ Engineering Review Fees.....\$Actual Cost will be billed to applicant
 _____ Outside Consultants or Outsourced Staff Fee..... \$Actual Cost will be billed to applicant
 _____ **Noticing Fee..... \$190.00**

For Office Use Only		
Received By:	Date Received:	App. #:

Conditional Use Permit Checklist

Incomplete applications will not be accepted or held. All required items shall be submitted.

Location and Physical Information

Yes/No

- _____ Is the proposal outside the Urban/Wildland Interface? (Reference map on website)
- _____ Is the proposal (or portion thereof) in a Sensitive Area or Geologic Hazards area?
- Areas zoned A, AE, AH, and AO on FEMA Flood Insurance Rate Maps
 - Areas with specific geologic units (see MCC 8-5I-040, and local geologic units map)
 - Wetlands as defined by US Army Corps of Engineers
 - Drainage channels subject to flash flooding
 - Alluvial fans subject to debris flow
- _____ Is the proposal (or portion) in a flood plain?
If yes, provide flood plain panel number: _____

Current Zoning of property: _____

Submission Requirements

Check

- _____ Application Fee
- _____ Noticing Fee
- _____ Completed Application Form
- _____ Mailing address list from the County Recorder's office of all property owners within 1000' of the subject property boundary, submitted on pre-printed Avery #5160 labels.
- _____ Stamped legal size envelopes for property owners within one thousand (1000) feet of the proposed subdivision boundary.
- _____ Two physical sets of plans and one electronic set with the following minimum information:

- **Written Narrative**

- Name of the project.
- Name, home, and business address of the applicant.
- Name and business address of the project designer or engineer.
- Written narration of the proposal with detailed specificity identifying potential impact of the use on the property and the surrounding properties, as well as the measures proposed to mitigate harmful impact.

- **Vicinity Map**

- North arrow & name of project.
- All significant natural and manmade features and existing structures within 200 feet of any portion of the proposed project area.
- The property boundaries of the proposal.
- The names of adjacent owners.

- **Graphic Representation of the Proposal**

- Name of the project.
- Name, home, and business address of the applicant.
- Name and business address of the project designer or engineer.
- Drawn at a scale that makes the project easily and clearly legible.
- North arrow pointing to the left or top of sheet.
- Boundary of the site including any building pad, easements, and/or conditional use areas.
- Adjacent properties and names of owners.
- The width of existing & proposed roads, driveways, and parking areas.
- Existing zoning.
- Total acreage of the entire property and total acreage of property in each zone (where a zone line transects the property).
- Location of existing and proposed manmade features including bridges, railroad tracks, roads, buildings, and fences.
- Proposed site improvements.
- Proposed culinary and irrigation water sources.
- Location of existing vegetation.
- Proposed grade changes, topographic contours, areas of fill or excavation, and other proposed earthwork, with accompanied drainage and revegetation plan.
- Public and private easements located on the property.
- Location of Flood Plain boundaries.

- **County Plat Map** (Can be obtained at the Morgan County Recorder's Office)

- **The County Code and Staff may require additional information to clarify compliance with ordinances and submittal requirements before acceptance of the conditional use permit is provided**

Conditional Use Permit Information Sheet

Morgan County has various types of conditional use permits in different zones. The following is a comprehensive list of County ordinance references that will help you to create your specific conditional use permit application. Due to the complexity of land use regulations it may not be a full collection of all requirements, but it will certainly help you get started. As an applicant, it is your responsibility to know, understand, and address the laws that govern conditional uses, and how they apply to your project. The County will review your application for compliance with these ordinances. For ease of access, codified ordinances are provided online at: http://www.sterlingcodifiers.com/codebook/index.php?book_id=837. Feel free to contact Planning and Development Services if you find trouble navigating County ordinances.

All Conditional Uses Generally.

8-2-1; 8-3-7; 8-8

Accessory Buildings Incidental to Conditional Uses.

8-2-1; 8-5A-3; 8-5B-3

Agricultural and Forestry Conditional Uses.

8-2-1; 8-5A-3

Bed and Breakfast.

8-2-1; 8-5A-3; 8-5B-3; 8-5C-3

Child Daycare, Nursery, or Preschool.

8-2-1; 8-5A; 8-5B; 8-5C-3; 8-6-15

Category III Class Home Occupation.

8-5A-3; 8-5B-3; 8-6-15

Commercial Conditional Uses.

8-4; 8-5A-3; 8-5C; 8-13B-6; 8-13C-4; 8-13C-6

Commercial Land Developments (Commercial and Industrial Zones).

8-4; 8-5C; 8-6-26; 8-5I

Dude Ranch or Family Vacation Ranch.

8-2-1; 8-5A-3

Dwelling(s) Conditional Uses.

8-2-1; 8-5A-3; 8-5A-9; 8-5B-3; 8-5C-3; 8-6-33

Equestrian Facilities.

8-5A-3; 8-13B-4

Ground Mounted Satellite Dish.

8-6-13; 8-6-14

Industrial Conditional Uses.

8-2-1; 8-4; 8-5C-3; 8-6-23; 8-11-4

Institutional Conditional Uses.

8-4; 8-5C-3; 8-6-27

Kennel.

8-2-1; 8-5A-3

Land Excavations.

8-2-1; 8-4; 8-5A-3; 8-5B-3; 8-5C-3; 8-8-7

Mining Operation (i.e., mine, quarry, gravel pit, rock crusher, concrete batching plant or asphalt plant, oil and gas wells, steam wells, test borings for exploration, etc.).

8-2-1 (see excavation); 8-5A-11; 8-5C-3; 8-6-32; 8-8-7

Parking.

8-2-1; 8-11; 8-5C-3

Power Generation.

8-2-1 (see renewable energy); 8-5A-3; 8-6-14; 8-6-18

Private Park or Recreational Grounds, or Private Recreational Camps or Resorts.

8-2-1; 8-6-25; 8-6-26; 8-4

Professional Offices.

8-2-1 (see general office space and dental or medical); 8-5B-3; 8-5C-3; 8-5D-4; 8-10-6

Public and Quasi-Public Facilities and Uses.

8-2-1; 8-4; 8-5A-3; 8-5C-3; 8-5D-4; 8-5D-10; 8-6-18; 8-6-24; 8-19; 8-20-4; 8-6-25; 8-6-26; 8-6-35

Residential Facilities for Individuals with Special Needs

8-2-1; 8-9

Sexually Oriented Business

8-5C-3; 8-18

Signage

8-2-1; 8-10

Special General Service – utility uses, recreation trails, railroad and utility lines rights of way, and substations, etc., dams and reservoirs, radio and television transmitting stations or towers (including repeating towers).

8-2-1; 8-4; 8-5A-3; 8-5C-3; 8-5D-10; 8-6-18; 8-6-24; 8-19; 8-20-4

Swimming Pool.

8-4; 8-5B-3; 8-5C-3; 8-5D-6; 8-6-21; 8-13B-3

Temporary Meteorological Monitoring Tower.

8-5A-12; 8-5A-12

Conditional Use Permit General Review Process

