



Submittal Checklist – Conditional Use Permit

(For Establishing a Conditional Use in an Existing Structure on an Improved Lot)

Consult with Chief Building Official Phil Brown before submitting an application to determine whether the structure in which you plan to operate your business will be able to comply with Building Code requirements, and at what expense. After you have determined that Building Code compliance is feasible, you will be ready to apply for a Conditional Use Permit.

Use the following checklist to ensure submission of a **complete application**:

<input type="checkbox"/>	1. Completed Land Use Application form.
<input type="checkbox"/>	2. Application fee.
<input type="checkbox"/>	3. Floor Plan (if applicable).
<input type="checkbox"/>	4. Site Plan (see details below).
<input type="checkbox"/>	5. Written Description of the Proposed Use (see details below).

Site Plan

Submit a site plan showing the layout of the facility where the conditional use will occur. This can be a professionally prepared drawing, a hand drawing, or simply a sketch on an aerial photo. Identify any buildings, parking, landscaping, signage, etc. Identify any proposed outdoor storage or product display areas.

Written Description of the Proposed Use

Submit a written description describing and answering the following:

- Describe the business and the activities that will occur on the site. What will the operating characteristics be like? What are the proposed hours of operation/occupancy, number of employees, and parking demand for customers and employees? (Include any additional information that may be helpful, such as photographs of the building or business activities, or websites that provide additional information about the business or use.)
- Is this a new business? Is it currently operating (or has it operated) in another city or area?
- Will there be increases in traffic, light, noise, odor, dust, or pollution generated by the proposed use? Are there any impacts from the proposed use that may adversely affect neighboring businesses or properties?
- Will the business or use have any “process water” discharged to the city sewer system? Will there be sufficient water and sewer capacity to serve the intended land use?

NOTE: This is not an all-inclusive list of conditional use requirements. It is intended to help ensure submittal of a complete application, and to facilitate discussion of the use during the Planning Commission meeting. If you have any questions concerning requirements for conditional use permits, please contact the Lindon City Planning Department at (801) 785-7687. Additional information, including the Lindon City Code, can be obtained at www.lindoncity.org.