



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS CONDITIONAL USE PERMIT

Application Form: Complete the form provided by Brian Head Town

Land Use Fee: \$400 per application

Development Report: The applicant will provide a narrative statement detailing the following:

- An explanation of the purpose of the proposed action and proposed land use, including building descriptions, variation in building setbacks, parking, height or other requirements that are being sought
- A development schedule indicating the approximate date of the development or stages of the development with expected completion dates
- Assessment of the availability and capacity of public infrastructure (utilities, roads, trails, etc.) to serve the proposed use
- Any special agreements, conveyances, restrictions or covenants, which will govern the use, maintenance and continue protection of the development and any of its common areas

***Existing Conditions Map:** The applicant will provide a map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information –

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
- Existing topography, with slopes over 10%, 25% and 40% identified
- Existing vegetation, trees or groupings of trees
- Existing roads and rights-of-way, including names, grades, and travel lane widths
- Existing utilities by type, including location and dimension of easement
- Existing emergency access, fire lanes and fire hydrants
- Footprint of existing structures with uses indicated
- Existing drainage system (natural or improved)

Referral Packet: The applicant will provide each of the following –

- A map identifying the owners (including condominium owners) of abutting properties located partly or entirely within three hundred feet (300') of any boundary of the property subject to the application
 - Iron County GIS is a useful resource for creating this map (go to <https://www.ironcounty.net/government/departments/information-technology/gis> and click on "Parcel Locator")
- Mailing labels addressed to each of the property owners identified
 - Mailing labels will be prepared using current mailing addresses available at the County Recorder's office

- By clicking on parcels on the Parcel Locator, you can get the parcel ID numbers to provide to the County Recorder (note: it will also show a name and address of the owner on the Parcel Locator, but sometimes the information there is not up to date, so be sure to supply the parcel ID#s to the County Recorder to get the correct mailing label information)
- Recorder's Office Contact: (435) 477-8350 or ironcounty.net

***Site Plan:** The applicant will provide clear and precise plans which display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information --

- Lot boundaries with dimensions and lot size
- Adjacent roads, including names and rights-of-way
- Existing utilities and proposed utilities
- Existing drainage and proposed drainage
- Footprint of existing structures, with uses indicated (including accessory structures)
- Footprint and square footage of proposed structures, with uses indicated (including accessory structures)
- Setbacks (distance from front, side and rear property lines to any building)
- Percentage of building footprint coverage (cumulative area of building footprints divided by total square footage of lot)
- Percentage of lot which will be undisturbed
- Designation of snow storage areas
- Driveway width and slope
- Number of parking spaces (interior and exterior)

** Site Plan and Existing Conditions Map may be combined*