



APPLICATION for
CONDITIONAL USE within
COALVILLE CITY:

For Office Use Only:	
Application #: _____	Application Date: _____
New: ___ Renewal: ___ PC Approval Date: _____	CC Approval Date: _____
Community Development Director Approval Date: _____	Initial: _____
Expiration Date: _____	Denial Date: _____
Fee Paid: \$ _____	Receipt #: _____

NOTE: The conditional use approval process requires a minimum of two public hearings. To meet scheduling, workload, and legal posting requirements, this permit may require a minimum of 60 days to process.

Project Name: _____

Project Address or Area: _____

Name of Owner: _____	
Address of Owner: _____	
Phone: _____	Cell: _____
Email: _____	Fax: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ **Cell:** _____

Email: _____ **Fax:** _____

Please include two sets of the following information with the application:

- ___ 1. If the proposed conditional use would require any alteration of the building or site, or construction of a new building, please include the following:
 - ___ a. A legal description of the subject property.

- ___ b. A map of the site showing the existing conditions prior to the demolition of any structures and any grading, with north arrow and scale.
 - ___ c. A vicinity map identifying the subject site in relation to adjoining public streets and the neighborhood in which it is located with north arrow and scale.
 - ___ d. The boundaries of the site, any easements of record or known prescriptive easements, existing public utility facilities, roads, fences, irrigation ditches, and drainage facilities.
 - ___ e. Topography with contours shown at intervals of five (5) feet or less, one hundred (100) year floodplain, or ordinary high water mark and high ground water areas, known spring and seep areas, ditches or canals, and wetlands.
 - ___ f. Existing vegetation, type and location, soil classification and load carrying capacity information.
 - ___ g. Site plan of the proposed conditional use showing building locations, proposed road locations, parking areas, trails and sidewalks and other circulation features at proposed finish grade.
 - ___ h. Proposed grading, drainage, and erosion control plans.
 - ___ i. Proposed location of all site improvements such as arenas, barns, plazas, tennis courts, swimming pools, and similar improvements.
 - ___ j. Proposed utility plan including easements for new utility services or relocated utility services.
 - ___ k. Proposed landscape and irrigation plans.
 - ___ l. Designations of proposed ownership of areas shown on site plan as common area or dedicated open space.
 - ___ m. Architectural elevation drawings of proposed buildings.
 - ___ n. Proposed lighting and signage plans.
 - ___ o. Proposed location of a common satellite receiving station or other antennae.
- ___ 2. A preliminary title report showing the title to the property and listing all encumbrances, covenants, easements, and other matters affecting title and a legal description of the site.
 - ___ 3. Copies of any covenants or easements that are referred to in the title report.

- ____ 4. A development schedule indicating phased development, if any, and the estimated completion date for the project.
- ____ 5. Stamped and addressed envelopes for all property owners within three hundred (300) feet of the perimeter of the site or lot line with their current mailing addresses as shown from the most recently available county assessment rolls.
- ____ 6. Answers to questions on this form.
- ____ 7. If applicable, a signed, notarized statement of consent authorizing applicant to act as an agent.
- ____ 8. If this Conditional Use Approval is required as part of a Temporary Use, Sign, Subdivision, or Master Planned Development, please attach a copy of the applicable applications.
- ____ 9. **Filing fee of (\$250 + Notification and Publications Costs) due at time of application.**

Notice: Additional information may be required by the project planner to ensure adequate information is provided for staff analysis.

All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

If you have any questions regarding the requirements of this application, please contact the Community Development Director prior to submitting the petition.

County tax parcel (“Sidwell”) maps and names of property owners are available at:

Summit County Recorder’s Office
 60 North Main Street
 Coalville, Utah 84017

File the complete application at:

Coalville City Hall
 10 North Main Street
 Coalville, Utah 84017

Signature of Property Owner or Authorized Agent: _____ Date: _____

Please Answer the Following Questions. Use an Additional Sheet if Necessary.

Please describe your project:

List the primary street accesses to this property:

If applicable, what is the anticipated operating/delivery hours associated with the proposed use?

What are the land uses adjacent to the property (abutting and across-the-street properties)?

Have you discussed the project with nearby property owners? If so, what responses have you received?

If applicable, list the primary exterior construction materials you will use as part of this project.

How many parking stalls will be provided as part of the project?

How many employees do you expect to have on-site during the highest shift?

Where applicable, how many seats will be provided as part of the conditional use?

What is the gross floor area of the proposed building?