



## TROPIC TOWN PLANNING COMMISSION

### Chairman

Daniel Cloud 435-679-8918

### Town Clerk

Marie Niemann 435-616-8816  
Tropic Town Office 435-679-8713

### Commission Members

Damon Brinkerhoff 435-679-8547  
LaMar Feltner 435-679-8644  
Alfred Foster 435-691-3810  
Riley Roberts 435-616-8683  
Dennis Pollock 801-825-3404

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Planning Commission meeting is held the 1<sup>st</sup> Thursday each month at 6:00 p.m. Your building packet will be reviewed after which, on finding the setback and all condition met, will be given to the Tropic Town Council for approval. Town Council meeting is held the 2<sup>nd</sup> Thursday of each month at 6:00 p.m. If you have any questions concerning your building permit application, please contact one of the Planning Commission Members. Thank you.

# Commercial Buildings

## Requirements for Permits

March 10, 2014

The International Building Codes (IBC) in effect in the State of Utah, state that by law a building permit must be issued for every commercial project no matter its scope or size. This applies to construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, maintenance, removal or demolition.

It would be greatly appreciated by the Garfield County Building Department if the city/town planning and zoning officials would inform all applicants wanting to obtain a commercial building permit about the Garfield County requirements. These are some items that will help speed up the process prior to them coming to the county level to obtain a permit. Hopefully this will help with what will be required and the next step if they're project is approved.

The building permit should include:

1- Engineered Stamped Plans- Original wet stamped plans signed by a licensed engineer in the State of Utah. Two sets of plans required (one for our office and one on site).

Also, a copy of the plans on CD.

2- A Plans Review Statement completed by a plans reviewer licensed in the State of Utah.

3- City/Town Approval signed by the appropriate city/town authority.

4- Septic approval by the Southwest Health Department (if applicable).

5- Proper water documentation by the Division of Water Rights (if applicable).

6- All construction must be performed by licensed contractors in the State of Utah. The names and license numbers of all contractors shall be listed on the building permit application. Owner/Builder is not allowed on any commercial project.

No construction, alterations, renovations or additions can be done to a commercial project without a building permit.

Garfield County, nor its employees, will not be held liable for the life safety of any building.

The City/Town ordinances have to meet or exceed the Utah state statutes but can not be less restrictive than the state statutes.

If there are any questions or concerns feel free to contact the Garfield County Building Department and/or the Garfield County Planning Department.

CHECK LIST OF NECESSARY INFORMATION  
FOR BUILDING APPROVAL

- \_\_\_\_\_ 1. Water and/or Sewer Connection Fees
- \_\_\_\_\_ 2. Building Project Review \$50
- \_\_\_\_\_ 3. Plot plan showing the following:
  - a. Set-backs and side yards
  - b. Water Drainage Plan
  - c. Complete set of construction plans \* Please note that plans and specifications must have the home owner/purchaser's signature as proof of acceptance.
- \_\_\_\_\_ 4. Legal description of the property or copy of Warranty Deed.
- \_\_\_\_\_ 5. Complete Owner/Builder Affidavit (if applicable). Form enclosed
- \_\_\_\_\_ 6. All other approvals from State or Local governing bodies, which the Garfield County Building Inspector may deem necessary.

Examples:

- a. Conditional Use Permit
- b. Approval for legal non-conforming use or lot
- c. Subdivision approval

Plot Plan

W/S Connection Fees: _____	Date Paid: _____
Building Review Fee: _____	
Total _____	Authorized: _____

**Tropic Town Project Approval**

Owner of property: \_\_\_\_\_ Project Address: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

**Culinary Water**

\_\_\_\_\_ Tropic Town has available culinary water for this project

\_\_\_\_\_ This project does not need culinary water

**Wastewater**

\_\_\_\_\_ Tropic Town has the capacity in their wastewater system to serve this project

\_\_\_\_\_ This project does not require connection to a wastewater system

**Permit**

\_\_\_\_\_ This project requires a building permit from the Garfield County Building Department

\_\_\_\_\_ This project does not require a building permit

**Setback Requirements** – Front, side and rear yard setbacks are required per Tropic Town zoning ordinance. The owner of said property or authorized agent shall be responsible to see that these requirements are met, and that no construction takes place in these areas.

**Zoning District**

	Area	Width	Front	Side	Side	Rear
Residential						
R-1-8	8,000	75	25	8	8	25
R-1-20	20,000	100	25	10	10	25
R-1-40	40,000	150	25	15	15	25
General Commercial (GC) *	None	20	20	20	20	20
Residential Recreation Commercial (RRC)*	5 Acres		25	25	25	10
Community Commercial (CC) *	None	20	20	20	20	20
Agricultural (A)	43,560	150	25	8	8	25
Pristine (P)**	500		30	30	30	30

\*Yard Regulations where C-1 Abuts a Residential District

\*\* Buffer Area 100 feet along boundaries wherein there shall be no use or development

**Minimum Area, Width and Yard Regulations**

	Area	Width	Front	Side	Side	Rear
General Commercial (GC)	None	20	0	0	0	20
Community Commercial	None	20	0	0	0	20

All structures built within Tropic Town limits shall meet the minimum set back requirements including non-permitted projects. Further ordinance information available upon request. Water & Sewer will not be granted without proof of the Garfield County Building Permit; connection will be made when the project is completed.

Tropic Town has reviewed the above proposed project and found it to comply with our Master Plan, Zoning Ordinance, Flood Plain Ordinance and all other applicable ordinances adopted by the Municipality. This Building Project Approval is good for 1 Year. If after this time period has past and the project has not been started, this approval is null and void and will need to be reviewed and re-approved.

If, at any time during the project's construction, change is made to any structure or project area that would violate the Tropic Town Master Plan, Zoning Ordinance, Flood Plan Ordinance, Fire Code, etc. OR any stipulations, conditions, or terms set by the Municipality are violated THE PROJECT WILL BE RED TAGGED!

Comments, Conditions, Stipulations

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I, \_\_\_\_\_, have reviewed the above project with the Tropic Town Planning Commission and have discussed with the Tropic Town Council my building project and agree to the comments, conditions and stipulations set forth.

Applicant's Signature: \_\_\_\_\_

Approval given this \_\_\_ day of \_\_\_\_\_ 2016

By: \_\_\_\_\_

Title: \_\_\_\_\_

Seal

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

**TOWN OF TROPIC  
APPLICATION FOR COMMERCIAL CULINARY WATER CONNECTION**

I hereby apply to the municipality of the Town of Tropic (“Town”) for permission to connect my premises at \_\_\_\_\_ with the Town of Tropic culinary water system and hereby agree as follows:

1. The Town shall make the requested connection from its water main to and including the distance and up to my property line. I agree to pay the Town such connection fees as may be fixed by the governing body by resolution or ordinance including also a deposit security charge, if so provided.  
The work of extending the water connection from the nearest point to which the Town installs its main to the place at which the water is to be used shall be my responsibility and shall be performed at my sole cost.
2. The location of the service, whether on my premises or at some point near my premises, may be decided solely by the Town.
3. The connection so made by the Municipality, including the meter, shall remain the property of the municipality at all times and the municipality shall have access thereto at all times. The location of the meter, whether on my premises or at some point near my premises, may be decided solely by the Municipality.
4. Before making connection with the water system, I shall cause the plumbing upon my premises to be inspected by the municipality and if the plumbing is not approved, I will cause the plumbing to be rectified at my own expense to meet the requirements of the municipality or of any other governmental agency having jurisdiction to regulate the water system within the municipality.
5. I understand the Town reserves the right to cause both the culinary and irrigation water system upon my premises to be inspected by the Town and if either or both facilities should not be approved, I will cause the same to be corrected and improved at my own expense to meet the requirements of the Town or of any other governmental agency having jurisdiction to regulate the water system within the Town.

I will be bound by the rules, regulations, resolutions or ordinances enacted now or hereafter by the Town applicable to the Town’s culinary water system. The main purpose for which the water connection will be used is for culinary use. The Town shall have free access to the lines and services installed under this agreement and, at reasonable times, through my property, if necessary.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant’s Signature

Commercial Connection Fees:	Date Paid: _____
Water Connection: 1 ½” - \$3,000 * 2” - \$4,000	Authorization: _____
Impact Fee: \$3,000 * \$4,000 + \$1,000 per nightly rental	
Total: _____	

**TOWN OF TROPIC**  
**APPLICATION FOR COMMERCIAL CULINARY WATER SERVICES**

TO THE TOWN OF TROPIC, UTAH: The undersigned hereby applies for culinary water services from the municipality of Tropic Town, Utah for premises located at \_\_\_\_\_ and hereby agrees:

1. To pay all charges for such water service as are fixed from time to time by the governing body until such time as I shall direct such service to be discontinued.

SERVICE RATES ARE PRESENTED AS FOLLOWS

Culinary Water Base Rate Service: \$48.00 per month

Monthly rates will cover up to the first 12,000-gallons used

Overage Fee: \$3.75 will be added for each 1,000-gallons over the 12,000-gallon limit used in any month (used in excess of 12,000 gal per month)

2. In the event of a failure to pay water charges with the due dates fixed by the governing body or failure of the Occupant of the premises to conform to the Ordinances and Regulations established by the governing body regulating the use of the water system, that the Town shall have the right to discontinue the water system service at its election, pursuant to ten (10) days written notice of the town's intention until all delinquencies and any reconnection fee imposed are paid in full or until any failure to conform to this Ordinance or Regulations issued here under is eliminated.

As applied in the Culinary Water Ordinance, Section 15: Delinquency – Discontinuance of Service; “a charge of \$100 for a disconnection and a \$100 fee for reconnection of services is hereby applied for non-payment of water and sewer services.”

As applied in the Culinary Water Ordinance

3. I am responsible for the payment of the monthly water bill at the above listed location, whether occupied by myself or by others. If the premises are unoccupied and that should the bill be left unpaid and delinquent for a period of twelve (12) months, I shall forfeit my connection privilege, in which case a new connection fee, as set by the governing body shall be paid before water service may be restored in this location.

To be bound by the rules, regulations, or ordinances enacted or adopted by the governing body applicable to the Town's Water System.

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Applicant's Signature

**TOWN OF TROPIC**  
**APPLICATION FOR COMMERCIAL SEWER CONNECTION**

I hereby apply to the municipality of the Town of Tropic ("Tropic") for permission to connect my premises at \_\_\_\_\_ with the Town of Tropic Sewer System and hereby agree as follows:

1. (a) The Town shall make the requested connection from its sewer main to and including the distance and up to my property line. I agree to pay the Town sewer connection fees as may be fixed by the governing body by resolution or ordinance including a deposit security charge, if so provided. The work of extending the sewer connection from the nearest point to which the Town installs its main line to the place at which the sewer is to be used shall be my responsibility and shall be performed at my sole cost.

(b) The location of the service, whether on my premises or at some point near my premises, may be decided solely by the Town.

(c) The connection so made by the Municipality, shall remain the property of the municipality at all times and the municipality shall have access thereto at all times.

(d) The location of the line, whether on my premises or at some point near my premises, may be decided solely by the Municipality.

2. I understand the Town reserves the right to cause the sewer system upon my premises to be inspected by the Town and if the sewer line should not be approved, I will cause the same to be corrected and improved at my own expense to meet the requirements of the Town or of any other governmental agency having jurisdiction to regulate the sewer system within the Town.

3. I will be bound by the rules, regulations, resolutions or ordinances enacted now or hereafter by the Town applicable to the Town's sewer system.

4. The main purpose of which the sewer connection will be used for is sanitation use.

5. The Town shall have free access to the lines and services installed under this agreement and, at reasonable times through my property, if necessary.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature



**TOWN OF TROPIC  
APPLICATION FOR COMMERCIAL SEWER SERVICES**

TO THE TOWN OF TROPIC, UTAH: The undersigned hereby applies for sewer services from the municipality of Tropic Town, Utah for premises located at \_\_\_\_\_ and hereby agrees:

To pay all charges for such sewer service as are fixed from time to time by the governing body until such time as I shall direct such service to be discontinued.

SERVICE RATES ARE PRESENTED AS FOLLOWS

Commercial Base Rate Sewer Service: \$48.00 per month  
Plus an additional \$5.00 per every rental room associated with nightly rental business

In the event of a failure to pay this service within the due dates fixed by the governing body or of a failure of the occupant of the premises to conform to the ordinances and regulations established by the governing body relating to the use of the sewer system, the municipality shall have the right to discontinue my water services from the municipal water system until all delinquencies and any reconnection fees imposed are paid in full or until any failure to conform to the sewer ordinance or regulations issued there under is eliminated.

Additionally, I agree that the municipality shall have the right to institute collection proceedings by all means available to it, including suit in a court or proper jurisdiction. The applicant agrees to pay all cost of collection including court cost and attorney's fee.

The undersigned agrees to be bound by the rules and regulations resolutions and ordinances enacted or adopted by the governing body of the municipality's sewer system.

\_\_\_\_\_  
Signature

**FLOOD PLAIN DEVELOPMENT PERMIT**

**APPLICATION INFORMATION**

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Location /Directions: \_\_\_\_\_

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**FLOOD HAZARD DATA**

Water Course Name: \_\_\_\_\_

The project is proposed in the Floodway \_\_\_\_\_ Floodway Fringe \_\_\_\_\_

Base (100-year) flood elevation(s) at project site \_\_\_\_\_

Elevation required for Lowest Floor \_\_\_\_\_

NGVD Flood proofing \_\_\_\_\_

NGVD \_\_\_\_\_

Source Documents: Reports/Maps \_\_\_\_\_

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\_\_\_\_\_