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## CONDITIONAL USE PERMIT APPLICATION UPDATED JUNE 24, 2008

**Applicant & Conditional Use Information**

Project name: \_\_\_\_\_

Property owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Location or address of the proposed Conditional Use permit: \_\_\_\_\_

\_\_\_\_\_

Please describe the proposed Conditional Use: \_\_\_\_\_

\_\_\_\_\_

The Planning Commission may authorize your Conditional Use with requirements or conditions that they find necessary for the protection of adjacent properties, the public welfare and to meet the objectives of the City General Plan. These conditions relate to: safety of persons or property; health and sanitation; environmental concerns; compliance with the General Plan or special characteristics of the zoning district; and performance. Please describe what conditions you are willing to commit to in order to ensure compatibility with the surrounding area (attach sheets)

\_\_\_\_\_

\_\_\_\_\_

Chapter 19.15 of the City Development Code also contains specific criteria that the City staff and Planning Commission will use in determining whether or not your Conditional Use application is complete, if it can be authorized and what special requirements or conditions may be imposed upon a Conditional Use permit. Please read the Chapter 19.15 of the Saratoga Springs Land Development Code prior to submitting this application.

## Supporting Materials

Chapter 19.15.020 C of the Development Code requires the Conditional Use applicant to provide the following supporting materials listed below.

1. Ownership Affidavit. Statement of ownership and control of the subject property.
2. Detailed Statement. Statement describing the nature of the intended use shall be submitted.
3. Context Map. Five full-size (24" x 36") copies and seven reduced (11" x 17") copies of a context plan shall be submitted, additional copies may be required. The map shall include the existing features within 200 feet of the proposed conditional use. Existing features includes but not limited to buildings, ingress and egress points, landscaping areas, pedestrian paths and property names. The map shall also include a vicinity map indicating the approximate location of the subject parcel.
4. Electronic Drawings. An electronic copy of all drawings in a PDF format shall be submitted.
5. Survey. A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel shall be submitted.
6. Compliance with the General Plan. A statement indicating how the proposed development complies with the City's adopted General Plan shall be submitted.
7. Site Plan. Five full-size (24" x 36") copies and seven reduced (11" x 17") copies of the conditional use is required to be submitted and shall be prepared and stamped by licensed and/or certified professionals including, but not limited to, architects, landscape architects, land planners, engineers, surveyors, transportation engineers or other professionals deemed necessary by the Community Development Director. For details elements that should be included on the site plan reference the Excerpts From the Saratoga Springs Land Development Code section.
8. Landscaping Plan. Five full-size (24" x 36") copies and seven reduced (11" x 17") copies of a Landscaping Plan is required to be submitted and shall be prepared and stamped by a licensed landscape architect, indicating the location, spacing, types and sizes of landscaping elements, existing trees (in accordance with Chapter 19.16 of this Title), and showing compliance with the City's off-street parking requirements, the City's design guidelines and policies, and the requirements of the appropriate zoning district.
9. Grading and Drainage Plan. Five full-size (24" x 36") copies and seven reduced (11" x 17") copies of a Grading and Drainage Plan which indicates the proposed grading and techniques for controlling and discharging drainage shall be submitted. For detail elements that should be included on the grading and drainage plan reference the Excerpts From the Saratoga Springs Land Development Code section.
10. Lighting Plan. Lighting plan shall be submitted which indicates the illumination of all interior areas and immediately adjoining streets showing the location, candle power and type of lighting proposed. The Lighting Plan shall be in conformance with the City of Saratoga Springs lighting standards.
11. Elevations. Five full-size (24" x 36") copies and seven reduced (11" x 17") copies of elevations of all buildings, fences and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials shall be submitted.
12. Signage Plan. The Planning Commission shall approve an overall signage plan during the Conditional Use approval process. All information to be provided for the sign permit shall be submitted concurrent with Site Plan application materials.
13. Traffic Impact Study. Three copies of a traffic impact study (completed by a certified traffic engineer) may be required if it is estimated by the Community Development Department that the project could generate trips for any given time period in excess of five (5) percent of the existing volume of traffic on adjacent street systems. For detail elements that should be included on the traffic impact study reference the Excerpts From the Saratoga Springs Land Development

Code section.

14. Public Notice. Stamped and addressed business size envelopes (please do not include return addresses on the envelopes) to all owners of property located within 300' of the boundary of the proposed subdivision and a list of those property owners with their addresses as listed in the current county records shall be submitted.

15. Fee. The processing fee of \$500.00 + Newspaper Public Notice Fee: \$75.00 per advertisement shall be submitted.

**Applicant Certification**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

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

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_