



## MIDVALE CITY

Department of Community Development  
7505 South Holden Street, Midvale City, Utah 84047  
Phone: 801.567.7231 \* [www.midvalecity.org](http://www.midvalecity.org)

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## CONDITIONAL USE PERMIT PROCEDURE

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Certain uses which may be harmonious under special conditions and in specific locations within a zoning district, but improper under general conditions are classified as *Conditional Uses* and require a Conditional Use Permit from the Midvale City Planning and Zoning Commission. A Conditional Use Permit is required for uses listed as Conditional Uses.

Applications for conditional use permits shall be accompanied by all applicable maps, drawings, statements, or documents as required by the Midvale City Planning Department or Midvale City Planning and Zoning Commission.

**SUBMITTAL DEADLINE:** All required submittals must be turned into the Midvale City Planning Department at least three (3) weeks prior to the public hearing before the Planning and Zoning Commission.

**MEETING DATES:** The Midvale City Planning and Zoning Commission meets on the second and fourth Wednesdays of the month at 7pm. Please contact the Midvale City Planning Department regarding date assignments.

**ITEMS TO BE SUBMITTED:** All required documents must be submitted with the application. Incomplete applications will not be accepted.

- Fee and application.
- Property owner's affidavit and agent authorization.
- List of all property owners and one set of mailing labels for all property owners within 300 feet of the subject property along with applicable postage. Property ownership information is available at the Salt Lake County Recorder's office located at 2001 South State Street, Room N1600. **No hand written labels please.**
- Site plan, including the following:
  - Accurate dimensions of subject property drawn to scale with north arrow;
  - Location of existing and proposed buildings, parking areas, landscape areas, sidewalk, curb and gutter, etc;
  - Location of existing property features such as streets, canals, hillsides, etc;
  - Submit one reduced copy of the site plan in either an 8½" x 11" or 11" x 17" format; and
  - If a new building or exterior remodel, please submit all building elevations.

### PROCEDURE:

- Meet with Midvale City Planning Staff to review proposed Conditional Use Permit.
- Submit all required documents.
- The Planning and Zoning Commission will conduct a hearing at a regularly scheduled meeting. The applicant, as well as the public, will have an opportunity to address the commission.
- Upon review of the application, the Planning and Zoning Commission may approve, deny or approve with conditions any conditional use request. In authorizing any conditional use request, the Planning and Zoning Commission shall impose such requirements and conditions as necessary to protect adjacent properties and the public welfare. The Planning and Zoning Commission will not authorize a Conditional Use Permit unless the evidence presented is such to establish the following:
  - That all conditional use criteria listed in the code have been satisfied;
  - That the use will not be detrimental to the health, safety and general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity; and

- That the proposed use will comply with all regulations specified in the Midvale City Municipal Code regarding such use.
- The Community Development Department will itemize, describe and justify any conditions that may be placed on the Conditional Use Permit.
- Following the issuance of a Conditional Use Permit, A Midvale City Inspector will periodically inspect the business or development to insure that the applicant is in compliance with the conditions and requirements of the Conditional Use Permit.

**MISCELLANEOUS INFORMATION:**

- All Conditional Use Permits shall run with the land.
- If there is no substantial action under a Conditional Use Permit within a maximum period of one (1) year, the permit shall expire.



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# CONDITIONAL USE PERMIT APPLICATION

### Applicant Information

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Information

Owner Name (if different): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### For Office Use Only

CUP- \_\_\_\_\_

Fee: \_\_\_\_\_

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

Planner: \_\_\_\_\_

Zone: \_\_\_\_\_

### Meeting Dates

Planning Commission  
\_\_\_\_\_

City Council  
\_\_\_\_\_

### Project Information

Property Address: \_\_\_\_\_ Sidwell No.: \_\_\_\_\_

Detailed Nature of Use (business statement, hours, number of employees, activities, related products, etc.):

(May be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Application Fees

\$250 without site plan review

\$890 with preliminary site plan review (if applicable)

### Authorized Signature

I am/we are aware that this application does not authorize building or conducting business until approved by Midvale City Corporation and a conditional use permit have been issued. **I/We also understand that when a conditional use permit is granted subject to conditions, such conditional use permit does not become effective until all conditions have been met.** I/We also agree to conduct said business/development strictly in accordance with the laws and ordinances covering such businesses and developments and that no other business will be conducted other than what is stated above. I certify that the submitted information is true and correct to the best of my knowledge. I am aware that only complete applications will be accepted for processing. (Complete application requirements are attached.)

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Obtaining a conditional use permit does not eliminate the necessity of obtaining a building permit and/or a business license (if applicable). Please contact the Midvale City Building Department or the Business License Administrator.

**AFFIDAVIT**

**PROPERTY OWNER**

STATE OF UTAH                }  
                                          }SS  
COUNTY OF SALT LAKE    }

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Midvale City Planning Staff have indicated they are available to assist me (us) in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah  
My commission expires: \_\_\_\_\_

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to met that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah  
My commission expires: \_\_\_\_\_