



MIDVALE CITY

Department of Community Development
7505 South Holden Street, Midvale City, Utah 84047
Phone: 801.567.7231* midvalecity.org

ADMINISTRATIVE CONDITIONAL USE PERMIT PROCEDURE

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 Midvale City. An Administrative Conditional Use Permit is issued for uses listed as Administrative Conditional Uses in the Midvale City zoning Ordinance.

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

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. This information is available and must be obtained 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.
- Adjacent property owners will be notified and public comment will be received.
- Upon review of the application, the Community Development Department (CDD) may approve, deny or approve with conditions the conditional use request. In authorizing any conditional use request, the CDD shall impose such requirements and conditions as necessary to protect adjacent properties and the public welfare. The CDD 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 CDD will itemize, describe and justify any conditions that may be placed on the Conditional Use Permit.
- Following the issuance of an Administrative Conditional Use Permit, Midvale City will periodically inspect the business or development to insure that the applicant is in compliance with the conditions and requirements of the Administrative 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.
- ❖ A public hearing is not required for an Administrative Conditional Use Permit request; however, a public hearing may be requested if the Planning and Zoning Commission or the Midvale City Planner deems it necessary in the public's interest, or if so petitioned by affected property owners.



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ADMINISTRATIVE 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): _____
Agent Name (if applicable): _____
Mailing Address: _____
City, State, Zip: _____
Daytime Phone: _____ Email: _____

<i>For Office Use Only</i>	
CUP-	_____
Fee:	_____
Date Accepted:	_____
Planner:	_____
Zone:	_____
<i>Meeting Dates</i>	
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

\$75 Apiaries & Chickens \$250 without site plan review \$890 with preliminary site plan review (if applicable)
Plus postage cost

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 an administrative 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 an administrative 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 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 me that they executed the same.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____