

Conditional Use Permit

Application Fee \$700 + \$0.50 per letter + Costs (Costs include and Engineering Review expenses and legal noticing)

Checklist Item	File Name	Discipline	Sheet Type
Project Description; include lot size(s), building size(s), and reason for Conditional Use Permit (CUP). Justification responses to CUP criteria in Wasatch County Code 16.23	01 - Project Description	General	Documents
Existing conditions survey, including roads, fences, irrigation ditches, drainage facilities, public utility facilities, and any easements of record or known prescriptive easements	02 - Survey	Survey/Mapping	Plans
Site plan showing all proposed improvements such as buildings, landscaping, roads, parking, and relationship to existing conditions, including any existing buildings prior to any demolition or grading.	03 - Site Plan	Civil	Plans
General Architectural Drawings of Proposed Buildings	04 - Architecture	Architectural	Plans
Physical Constraints Analysis (as defined in 16.27.25) – address items 1-12, found in the above referenced section of code, in regards to your project	05 - Physical Constraints Analysis	General	Documents
An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own. (This information is available in the Wasatch County Recorder's Office)	06 - Addresses	Other	Documents
Recorded Subdivision Plat. If not in a recorded subdivision, submit a Certificate of Zoning Verification.	07 - Lot of Record Determination	Other	Documents
Envelopes: <ul style="list-style-type: none"> ○ Provide unsealed ○ Self-adhesive/sealable ○ Stamped envelopes ○ Leave the return address blank ○ Addressed to each property owner of current record within 500 feet of the property boundary (unless the subject property is a condominium which has an owner's association, the name and address of the owner's 	**Must be turned in to Planning Department**		

<p>association is sufficient in lieu of each owner), including your own. Current mailing addresses can be obtained from the County Assessor's Office.</p> <ul style="list-style-type: none"> ○ As well as \$0.50 per letter for the office staff to attach information and provide verification that the letters have been sent 			
Any additional supporting documents	Other - [Insert Custom Name Here]		
Response to DRC comments indicating how your proposal resolves previous review comments (resubmittals only)	DRC Response	Other	Document

1. All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
2. If changes to your application are necessary, you may resubmit your response through the portal. **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
3. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).