

Temporary Use Permit

Application Fee \$100 + Costs (Costs may include \$0.50 per letter, any Engineering Review expenses or legal noticing)

Checklist Item	File Name	Discipline	Sheet Type
Description of property and proposed temporary use type including proposed time period and hours of operation	01 - Description	General	Document
Written Authorization from Landowner	02 - Owner Auth	Owner	Documents
Vicinity map showing proposed site and surrounding property within one-thousand feet	03 - Vicinity Map	General	Plans
Site plan providing sufficient information to determine the setback requirements, sanitary facilities, and availability of parking space to serve the proposed use	04 - Site Plan	Civil	Plans
Copy of Liability Insurance Policy (if necessary)	05 - Insurance Documentation	Other	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
Envelopes: <ul style="list-style-type: none"> ○ Provide unsealed ○ Self-adhesive/sealable ○ Stamped envelopes ○ With the return address left blank ○ Addressed to each property owner of current record on the above mentioned list 	**Must be turned in to Planning Department**		
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](#).