

**CONDITIONAL USE PERMIT**  
APPLICATION & CHECKLIST



**I. PROPERTY OWNER(S) / APPLICANT INFORMATION**

APPLICANT: \_\_\_\_\_

(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LOCATION OF SUBJECT PROPERTY: \_\_\_\_\_

CONTACT PERSON / REPRESENTATIVE (if applicable): \_\_\_\_\_

(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**II. PROPERTY INFORMATION**

ZONING: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

TAX I.D. NUMBER (PARCEL SERIAL NUMBER): \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

Use of property and/or Buildings

PROPOSED USE: \_\_\_\_\_

Use of property and/or Buildings.

**OFFICE STAFF USE ONLY**

CASE NO. 20 \_\_\_-CUP-\_\_\_ FILING DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ RECIEPT: \_\_\_\_\_

**FEE: \$300.00 – PAYABLE BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED**

### III. SUBMITTAL CHECKLIST

- 1. General Information Form - completed. (*This application-first page*)
- 2. Mailing Labels - Property Owner's (*The mailing labels can be obtained from the Washington County Information Technology Services Dept. at 87N. 200 E. Ste 202*)
- 3. Radius Map – Property Owner's- identifying all properties within the required 300 ft. radius. (*The map can be obtained from the Washington County Information Technology Services Dept. at 87N. 200 E. Ste 202*).
- 4. Narrative - minimum one (1) page of proposed use. (*all projects*).
- 5. Two (2) copies of the Subdivision Plat.
- 6. Two (2) copies of the Site Plan – minimum size 22" x 34" (ANSI D).
- 7. Two (2) copies of the Elevation(s) – minimum size 22" x 34" (ANSI D) for building height requests
- 8. One (1) copy (each) - 8-1/2" x 11" reduction of the subdivision plat and site plan.
- 9. One (1) copy - 8-1/2" x 11" reduction of the elevation(s) for building height requests.
- 10. Color and Materials Board (*or approved equivalent as required*).
- 11. Payment of \$300.00 filing fee by Check or Money Order .

### IV. SITE PLAN REQUIRED INFORMATION CHECKLIST

- 1. Current address of project, County Assessor's parcel number(s), and the applicant's and plan preparer's name, address, email address, phone and fax numbers.
- 2. North Arrow and scale.
- 3. Property Lines, with dimensions, and the location, width and description of any easements.
- 4. Existing and proposed streets, including names, centerlines, widths, and future rights of way and improvements.
- 5. Show existing fire hydrants within 300 feet of the project site.
- 6. Show proposed Fire Department access lane(s).
- 7. Show and dimension all existing and proposed buildings and structures;
  - Show distances between existing and/or proposed buildings.
  - Show distances from existing and/or proposed buildings to property line.
  - Show all required and proposed building setback lines.
  - Show any nearby buildings, proposed or existing, within 30 feet of the subject property lines.
  - Show proposed walls, fences, trash enclosures, accessory buildings, etc.
- 8. Show proposed and existing parking, driveways and on-site access points (where applicable show any off-site parking within the vicinity). Indicate width of driveways and drive aisles, and show distances between driveways. Show parking space dimensions, handicapped accessible spaces, and indicate one-way and two-way drive aisles.
- 9. Show any significant natural features such as rock outcroppings and water courses.
- 10. Show proposed landscaping, including quantity and, locations; a separate landscaping plan may be substitutes instead of showing information on the site plan.

- 11. Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.
- 12. Show proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings, and indicate type.
- 13. Show all existing and proposed public improvements, including water, sewer, catch basins, curbs, gutters, sidewalks, street lights, signals, power lines, utility vaults, and utility poles.
- 14. Show existing contour lines and proposed contour lines indicating finished grade on the site; a grading plan may be substituted instead of showing contours on the plan, if desired.
- 15. Show location of on-site and off-site drainage, both existing and proposed.
- 16. Provide a **legend** (data box) on the site plan that includes:
  - a. Current Zoning
  - b. Total lot square footage
  - c. Total building square footage
  - d. Percentage of Lot Coverage
  - e. Setbacks (Existing and/or Proposed)
  - f. Building Height (Proposed)
  - g. Parking (show calculations)
  - h. Open Space
  - i. Landscaping (show calculations and % of coverage)
  - j. Proposed Use (e.g. restaurant, retail, office, etc.)(show square footage allocated to each use within building(s).
  - k. For multiple family residential projects; include unit type, number of bedrooms, square footage per unit, unit mix, etc.
  - l. Indicate the intended occupancy type of all buildings.
  - m. Identify building sprinkled and/or non-sprinkled

**V. GENERAL STANDARDS FOR APPROVAL OF CONDITIONAL USES (Section 10-17-7)**

The following standards must be met to mitigate the reasonably anticipated detrimental effects **if imposed** as a condition of approval: *(if category applies, attach a separate sheet with explanation)*

Yes	N/A	Category	Description
		A. Noise	1. Excessive noise (unwanted or undesired sound) can cause serious impacts to health, property values, and economic productivity. Conditional uses shall not impose excessive noise on surrounding uses. "Excessive noise" generally means noise that is prolonged, unusual, or a level of noise that in its time, place and use annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others.
		B. Dust	1. Comply with all air quality standards, state, federal and local. 2. Use shall not create unusual or obnoxious dust beyond the property line.
		C. Odors	1. Comply with all air quality standards, state, federal and local. 2. Use shall not create unusual or obnoxious odors beyond the property line.

	D. Aesthetics	1. Blend harmoniously with the neighborhood so the use does not change the characteristics of the zone and the impact of the use on surrounding properties is reduced.
	E. Safety	1. Take the necessary measures to avoid or mitigate any safety problems created by the use, including problems due to traffic, rock fall, erosion, flooding, fire, hazardous materials, or related problems.  2. Uses shall not locate within the 100-year flood plain as identified by FEMA unless expressly recommended by the city engineer in conformance with city engineering standards and all state, local and federal laws.
	F. Traffic	1. Traffic increases due to the conditional use shall not cause streets or nearby intersections to fall more than one grade from the existing level of service grade or fall below a level of service "D".  2. Uses shall follow city access management standards and not create hazards to other drivers or pedestrians.
	G. Height	1. Buildings shall fit into the overall context of the surrounding area.  2. Photo simulations are required showing all sides of the building(s) and showing how the building fits into the surrounding area to include not less than five hundred feet (500') in all directions from the building and including its relationship to nearby ridges, hills, and buildings.
	H. Hours of Operation	1. Nonresidential uses operating in proximity to or within a residential zone shall limit hours of operation so as not to disturb the peace and quiet of the adjacent residential area.
	I. Saturation / Spacing	1. To the extent feasible, nonresidential uses allowed in residential zones as conditional uses shall be dispersed throughout the community rather than concentrated in certain residential areas
	J. Maintain Character and purpose of zone	1. Uses shall be consistent with the character and purpose of the zone within which they are located.
	K. Public Health	1. Use shall comply with all sanitation and solid waste disposal codes.  2. Use shall not create public health concerns. (Ord. 2007-01-001, 1-4-2007)

## VI. COMMENTS

1. Please be aware that, if determined necessary by City staff, additional information and/or special studies may be required to review the project. These studies may include, but not be limited to: a soils report, hydrology report, traffic study, etc.  

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2. Until the following information is submitted, your application will be considered incomplete:  

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3. The applicant has the ability and intention **to utilize said CONDITIONAL USE PERMIT within twelve (12) months from date of final approval** by the City Council; and the applicant understands this CONDITIONAL USE PERMIT application, if granted, becomes null and void and of no effect if unused within twelve (12) months from the date of filing the application, or if any time after granting the use is discontinued for a period of twelve (12) months, or developed by someone other than the applicant

- 4. A CONDITIONAL USE PERMIT approval does not eliminate the necessity of obtaining a building permit, which is required for construction of all buildings in the project.
- 5. Are there any deed restrictions affecting the use of the property involved? Give the expiration date of these restrictions, if applicable.

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- 6. Required site improvements such as pavement for parking areas, curb and gutter, privacy walls, landscaping, storm drain facilities, and all other improvements required under City Ordinance shall be completed prior to the issuance of a certificate of occupancy or approval for permanent electric power service. In the event such improvements cannot be completed prior to receiving permanent or a certificate due to weather conditions or other unusual circumstances, a financial guarantee in the form of a cashiers check, bond, escrow, or other financial guarantee acceptable to the City attorney shall be provided to the City guaranteeing that such improvements will be fully completed within ninety (90) days of the issuance of permanent power and/or a certificate of occupancy.

**VII. APPLICANT AGREEMENT**

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF ST. GEORGE

(435) 634-5800 – 175 East 200 North – St. George, UT 84770

## PROPERTY OWNERS LIST DECLARATION

The property owners list identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It may be prepared by the Washington County Information Technology Services (IT) (#435-634-5717) or a Title Company. The applicant shall provide evidence of the authenticity of the preparer. A complete property owners list shall consist of the following:

1. LIST; a list identifying each property owner's name, mailing address, and Assessor's Parcel Number (APN).
2. MAILING LABELS; a typed set of mailing labels for each property owner prepared on 8-1/2" x 11" sheets of self-adhesive labels in three column format, as shown on the attached sample. All type shall be in capital letters with no punctuation or APNs.
3. RADIUS MAP; a property owner radius map identifying all properties within the required radius. An example radius map is attached.
4. SOURCE; Provide evidence of the provider of labels

The property owners list and the required radius shall be based on the application type as described below:

- CUP                                      All parcels within **300 ft.** of subject property

### PREPARED BY:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

Note: The attached list shall contain the most current County assessment roll of the names and addresses of all persons to whom all property is assessed. This list shall identify all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s).

**Note: The complete property owner's list shall be submitted with this application**

APPLICANT  
P.O. BOX 55555  
ST. GEORGE, UT 84770

E  
X  
A  
M  
P  
L  
E


JANE DOE  
123 COMSTOCK BLVD.  
ST. GEORGE, UT 84770

CONTACT PERSON  
P.O. BOX 55556  
ST. GEORGE, UT 84770

**EXAMPLE MAILING LIST**  
PLEASE NOTE: APPLICANT MUST SUPPLY PROPERTY OWNERS' ADDRESSES  
IN THIS FORMAT ON SELF-ADHESIVE LABELS FOR MAILING

# EXAMPLE RADIUS MAP



  
NOTE:  
Assessor's Page  
may be used  
as base map  
NOT TO SCALE