

# Spanish Fork City Conditional Use Application

40 South Main Street, Spanish Fork, UT 84660  
 (801) 798-5000 Ext. 10 Fax (801) 798-5005  
[www.spanishfork.org](http://www.spanishfork.org)



## Project Information

Application Date:	Zone:	Number (Office Use Only):
Project Name:		Area:
Project Address:		Units:

## Applicant Information

Company/Contact:		Attn:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:
Email Address:		Fax:	

I hereby give authorization to: \_\_\_\_\_

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

To represent me in this application. Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2005

\_\_\_\_\_  
 Signature of owners(s) of record

## City Development Process and Requirements

- Staff Review Time:** Approximately 4 to 5 weeks depending on the amount of projects needing review.
- Development Review Committee (DRC):** Held every Wednesday at 10:30 a.m.
- Planning Commission:** Held the first Wednesday of each month at 7:00 p.m.

**All meetings are held in the Spanish Fork City Council Chambers at 40 South Main Street.**

- Pre-application meeting with Planning Director
- 7 – Folded 24 x 36 copies & 2 – 11 x 17
- A CAD file of site plan (.dwg, .dgn, or .dxf)
- Conditional Use Permit Review Fee of \$100.00
- Color copies of the landscaping plan and building elevations (if applicable)
- A list of every property owner within 300 feet measured from the exterior property lines
- Postage for everyone within 300 feet
- A map(s) that clearly show the ownerships within 300 feet.
- A statement describing the proposed use including hours, traffic volume, number of employees, etc.

## Conditional Use Checklist

In order to speed up the process of review the following items need to shown on all plans. Some of the items on the checklist may not be applicable to every project. If you have any questions please contact the City Planner.

### Required prior to Staff Review

<input type="checkbox"/>	Proposed name of site plan at lower right hand corner
<input type="checkbox"/>	Name and address of developer a the lower right hand corner
<input type="checkbox"/>	Name and address of engineer/architect/surveyor at the lower right hand corner
<input type="checkbox"/>	Licensed Land Surveyor Stamp and Signature
<input type="checkbox"/>	Title block with name and location
<input type="checkbox"/>	Vicinity map and north arrow
<input type="checkbox"/>	Standard engineered scale – 1" = 100' or less
<input type="checkbox"/>	Description of subdivision boundary
<input type="checkbox"/>	Section tie/bearing of section line based on NAD27 State Plan Coordinates
<input type="checkbox"/>	Adjacent property with owners names and buildings with 200 feet (homes, sheds)
<input type="checkbox"/>	Existing fences
<input type="checkbox"/>	Existing, platted streets with names and widths within 200 feet of proposed site
<input type="checkbox"/>	Existing water courses, culverts, and irrigation ditches
<input type="checkbox"/>	Flood zones
<input type="checkbox"/>	Existing power lines (labeled), gas lines, water mains, fire hydrants and valves with pipe size
<input type="checkbox"/>	Existing sewer mains and manholes with pipe size
<input type="checkbox"/>	Existing storm drains
<input type="checkbox"/>	Existing easements - gas, water, sewer, power, etc..
<input type="checkbox"/>	Proposed streets with widths
<input type="checkbox"/>	Proposed change in water courses
<input type="checkbox"/>	Proposed water mains, fire hydrants and valves with pipe size
<input type="checkbox"/>	Proposed sewer mains and manholes, with sizes
<input type="checkbox"/>	Proposed public utility easements (10 feet)
<input type="checkbox"/>	Note on site plan if building will be sprinkled
<input type="checkbox"/>	Proposed project phasing
<input type="checkbox"/>	Minimum of 2 foot contours of existing elevations, with note that all vertical data is based on NAVD29
<input type="checkbox"/>	Typical street cross section
<input type="checkbox"/>	Building setbacks dimensioned on the site plan
<input type="checkbox"/>	Parking stalls (10x18)
<input type="checkbox"/>	Lighting, signage plan and the location and screening plan for mechanical equipment
<input type="checkbox"/>	Dumpster location – masonry 3-sided (note: same material used on building)

### Surface drainage plan

<input type="checkbox"/>	25-year storm calculations and On-site retainage of 25-year storm
<input type="checkbox"/>	Design of .2 cfs/acre outlet to city storm drain system
<input type="checkbox"/>	Spot elevations of proposed grade, FL and TBC

### Table with the following information

<input type="checkbox"/>	Total acreage of area proposed for development
<input type="checkbox"/>	Total area and percent of site in landscaping (open space)
<input type="checkbox"/>	Total building area – separate areas for different uses (office, warehouse, shop, etc.)
<input type="checkbox"/>	Total number of parking spaces required and proposed (including ADA parking stalls)
<input type="checkbox"/>	Total impervious area

### Required Prior to being placed on DRC Agenda

<input type="checkbox"/>	One 24 X 36, 11 x 17 and CAD file with any corrections required by staff
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## Conditional Use Permit Submittal and Review Procedures

After submitting the CUP application to the City Planner, it will be routed to other city department for their review. The applicant will be notified if any corrections or additional information is required. Once all corrections are completed the City Planner will place the request on the Development Review Committee (DRC) agenda for their review.

### Development Review Committee

The DRC meets every Wednesday at 10:00 a.m. in the City Council Chambers, 40 South Main Street. The DRC shall forward a recommendation to the Planning Commission for approval, approval with conditions, or denial based upon consideration and evaluation of the "findings".

### Planning Commission

The Planning Commission meets the first Wednesday of each month at 7:00 p.m. in the City Council Chambers, 40 South Main Street. The Planning Commission shall hold at least one public hearing on the application. Prior to the hearing, notice shall be provided.

- All property owners within 300 feet of the exterior boundaries of the property shall be sent a notice by mail 10 days prior to date of the scheduled public hearing.

The Planning Commission will consider the recommendation(s) of the DRC, together with the information provided by the applicant, and any statements made at the public hearing both for and against the application. The Commission will either approve, approve with conditions, or deny the application. Conditions may be imposed on the use which are deemed necessary to mitigate potential impacts on the compatibility of the use with surrounding developments and the City as a whole. These conditions may include, but are not limited to:

- Requirements for setbacks, open space, buffers, fences or walls, and landscaping to mitigate conflicts from visual, noise, lighting, and similar impacts associated with the use.
- Dedication and/or improvements of street or other public rights-of-way, and control in location of access points and on-site circulation to mitigate traffic impacts from increased volumes or nature of traffic activity associated with the use.
- Limitations on hours of operation, methods of operation, limitations on building size and height, limitations on on-site lighting.

### Appeals

The decision of the Planning Commission shall be final and effective 15 days from the date of the decision unless an appeal is filed pursuant to Chapter (15.1.04.050)

1. The action of the Planning Commission may be appealed to the City Council by the applicant, any member of the City Council, the City Manager, or any property owner within 300 feet of the subject property. Such requests for appeal must be filed on an application form provided by the City with the appropriate fee within 15 days following the date of the Planning Commission action.
2. Consideration of the appeal shall be made at a public hearing only after notice is provided as described in Chapter 15.1.04.040.
3. The City Council shall act to affirm or reverse, in whole or part, or modify the Planning Commission's decision based upon the facts entered into the record at the public hearing conducted by the Commission. Any action to approve the conditional use permit must include the required "findings" as required in Chapter 15.3.08.060 C.

### Revocation

Failure to comply with the conditions or stipulations of a Conditional Use Permit is a violation of Chapter 15.3.08.060 and will be enforced as such. Revocation procedures may be initiated and processed by the Planning Commission as follows:

The City shall notify, by certified mail, the holder of the Conditional Use Permit of the intention to conduct a hearing to consider the revocation of the Conditional Use Permit. Notice shall be postmarked at least 15 days prior to the date of the scheduled hearing. At the hearing the Planning Commission shall consider evidence from all interested parties, and after consideration of all available information may revoke the Permit if it is determined that conditions or stipulations of the approved Permit have not been met.

### Transfer of Conditional Use Permit

A Conditional Use Permit granted in accordance with Chapter 15.3.08.060 shall run with the land and continue to be valid regardless of ownership of the site or structure, as long as it operates within the conditions or stipulations of approval.

### Applicant Signature

\_\_\_\_\_

applicant signature

\_\_\_\_\_

date