

Salt Lake County Public Works Department  
Planning and Development Services Division  
2001 S. State Street #N-3600  
Salt Lake City, UT 84190-4050  
Phone: 801-468-2000 FAX: 801-468-2169  
Visit our web site:  
<http://www.pwpds.slco.org>



# Application Process for Conditional Use

## Eight Week Planning Process

**Before applying for a Conditional Use a request must meet the following qualifications for review.**

- The use is determined to be necessary and desirable to provide a service or facility that contributes to the community,
- The use will not be detrimental to the health, safety, or welfare of surrounding residents or injurious to property or improvements,
- The use will comply with regulations and conditions of the zoning ordinance,
- The use will conform to the intent of the county general plan.



### **How to Apply for a Conditional Use Permit.**

It is highly suggested that you meet informally with a planner to discuss your proposal and review the issues, processes and fees associated with the application. Verify that the proposed development complies with the Salt Lake County General Plan and Zoning Ordinance.

The application process for Conditional Use review is illustrated on the attached flow chart. The Planning and Development Services staff will follow the “Eight Week” processing chart to ensure that all applications are moved along in a timely manner. However, the amount of time it will take to process an application depends on how quickly the developer or property owner responds to additional information that may be required by staff or other agencies, attending the Community Council meeting and Planning Commission meetings.

**(1) The Applicant is Required to Submit the Following Information Prior to Scheduling a Pre-Submittal Review Meeting:**

- A complete and notarized application form along with the \$550.00 pre-submittal review fee to the Planning and Development Services office located at:  
Salt Lake County Government Center  
2001 South State St.  
Room #N3600
- A legal description of the parcel(s);
- A current lined aerial plat. Please outline subject property in a red marker;
- Property owner's list. Printed names and addresses of adjacent property owners within 300 feet of the subject property.  
This information can be obtained from:  
Salt Lake County Recorder's Office  
Salt Lake County Government Center  
2001 South State St.  
Room #N1600
- Sixteen (16) Conceptual Site Plans: the drawings must be on a minimum sheet size of 18" x 24", drawn to a suitable scale, and must include the following;
  - North point, scale & drawing date;
  - Property lines, w/ dimensions, adjoining streets, rights-of-ways, structures on adjacent properties, easements, waterways, etc.;
  - Location of existing curb, gutter and sidewalk;
  - Location of all existing vegetation on the site;
  - Location and dimensions of all existing and proposed structures, and accessory buildings;
  - List calculations for required parking spaces;
  - Landscaping area required by ordinance and Development Standards;
  - The location of open waterways, canals, or ditches. You must also indicate any proposed relocation, realignment or abandonment of these water features;
  - Existing sanitary and stormwater sewers, culinary water mains, gas mains, underground conduits or cables, culverts and overhead power lines;
  - Contours at vertical intervals of not more than 2', except as may be necessary to explain any special land forms on the property;
- Three (3) Building Elevations. The drawings should show all sides of the building and indicate building height, materials, openings, and grades, etc.

Note: The pre-submittal review fee is attributable to the total fees if a formal conditional use application is filed (non-refundable otherwise).

Note: The planner responsible for processing the application will visit the property to assess the site and surrounding area. Photographic images may be taken for use at the public hearings.

Note: Various County agencies will review your request and make recommendations to the Planning and Development Services Staff prior to the Pre-Submittal Review Meeting.

- (2) **Contact the Appropriate Community Council Representative.** It will be necessary for you to attend a regularly scheduled Community Council meeting to present your proposal. This should be completed before the Planning Commission Scoping and Issues Identification Meeting.
- (3) **Attend a Pre-Submittal Review Meeting.** At this meeting you will be advised of the issues, requirements, fees and receive a checklist of submittal requirements from staff and all agency representatives involved with the application review process.
- (4) **Attend the Planning Commission Scoping and Issues Identification Meeting.** You will be notified of this public meeting date, at which you should be prepared to present your proposal in detail and answer questions.

### **IMPORTANT NOTICE**

**Pre-Submittal Review:**

The Pre-Submittal Review is only a preliminary review. It is not the actual application submittal. Once the Pre-Submittal Review has been completed, you will receive a copy of your review notes, and the information needed to make the formal application submittal.

**Formal Application Submittal:**

Follow the Application Submittal Checklist you were given and submit all items to the Planning and Development Services office. Once your complete application submittal is verified and all fees have been paid, a file will be opened and assigned to a planner. The planner will contact you and assist you through the approval process.

- (5) **Prepare the Required Submittals and Make Formal Application for Conditional Use Review.** Collect information and prepare documents requested from the checklist you received at the pre-application meeting and the Planning Commission meeting.
- (6) **Staff Review, Planning Commission Approval/Denial.** The staff will deliver copies of your final development proposal to the County Divisions and other agencies that are concerned with development, requesting their recommendation. Upon receiving the request for recommendations, the various divisions and agencies will review the application and prepare a final recommendation to be sent back to the Planning and Development Services Staff. In the event these departments may ask for additional information, respond directly to them. Conditions of approval or reasons for denial will be noted. The application will be scheduled for a Planning Commission public meeting after major issues have been resolved with the staff and other agencies. If the application is approved in the public meeting, you will receive a Preliminary Approval letter which lists the conditions and requirements of the approval. If the application is denied, the reasons will be noted and you will have 10 days in which to file an appeal.

Note: It is the applicant's responsibility to follow up with the various agencies to complete their specific requirements.

Note: All conditions must be completed or bonded for prior to occupancy of a building or commencement of any approved use. Final approval will not be granted until all agencies recommend approval.

Note: Preliminary approval expires 2 (two) years from the date of the Planning Commission decision. Appeal Process - If the Planning Commission denies your application you have 10 (ten) days in which to appeal. You should submit 3 (three) letters of appeal directly to the Salt Lake County Board of Adjustment. Applications denied by the Director can be appealed to the Planning Commission.



### **Conditional Use Fees**

Refer to the current fee schedule.



### **Bonding Information**

A Bond is an agreement between the applicant/developer and Salt Lake County that assures completion of on-site/ off-site improvements according to County specifications. Salt Lake County requires one of the following performance bonds:

1. Escrow - an account with an approved bank in which the bank agrees to hold the funds until the County directs them to be released;
2. Letter of Credit - document obtained from an approved bank granting permission to the County to draw on the developer's account, should the developer default;
3. Surety - insurance policy where the surety company guarantees performance by the developer;
4. Cashier's Check - a check to be deposited into a special account and held until the project is complete.

After you have decided which form of agreement you will use contact the bond coordinator prior to coming into the office. A 24-hour period must be allowed in order for the preparation of your paperwork.

No work will be allowed until the Salt Lake County Legislative Body has accepted the bond.

All bond release requests must be in writing. After a site inspection and approval the bond coordinator will process the release of a bond. Where justified on projects of \$100,000 or more division policy allows a partial reduction in the performance bond amount for a \$100 fee.

The following is a schedule of fees which may be apply to your project should you choose to file a performance bond to guarantee completion of the required on-site/off-site improvements.

- Bond Administration Fee: \$100 (does not apply to regular subdivisions and must be paid prior to acceptance of the bond)
- Partial Bond Release Fee: \$100 per request
- Reinspection Fee: A reinspection request and \$100 per request is required.

Any questions regarding Bonding please contact the Bond Coordinator:  
Shirley Rood (801) 468-2434. [srood@slco.org](mailto:srood@slco.org)



**Additional Information**

The Planning and Development Services Division Director is authorized to bring any conditional use permit application before the Planning Commission if, in his opinion, the general public interest will be better served by review of the Planning Commission.



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

**Dated:** February 23, 2006