



Application Process for Permitted Use

Permitted Use Processing:

The types of land uses described in the zoning ordinance as permitted many times will integrate well with the surrounding uses of that particular zone and create little or no impacts. However, site plan review is necessary to evaluate the physical development of the site to ensure the highest level of compatibility. The applicant is required to address the following issues as part of the site plan to be submitted:

- Provide for and illustrate areas for vehicular loading and unloading, emergency access, parking and circulation for both vehicles and pedestrians.
- Size, location, massing and height of proposed structures and accessory buildings should follow the requirements of the zone.
- Address and indicate the location for all utilities, services and infrastructure in an efficient and convenient manner.
- Provide for all surface drainage or other hydrologic features on the site.
- Provide on-site landscaping and open space areas required by the zone.
- Provide exterior lighting to create safe and secure outdoor spaces.
- Indicate on the site plans all off-site improvements including; road dedication, utility poles and service boxes, curb, gutter & sidewalk, etc.



How to Apply for a Permitted Use:

1. 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 use complies with the Salt Lake County General Plan and Zoning Ordinance.

2. The applicant is required to submit the following information:

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| <p>➤ A complete and notarized application form along with the application fee to the Planning and Development Services office located at:
Salt Lake County Government Center
2001 South State St.
Room #N3600</p> |
| <p>➤ A legal description of the parcel(s).
➤ A current lined aerial plat. Please outline subject property in a red marker.
This information can be obtained from:
Salt Lake County Recorder's Office
Salt Lake County Government Center
2001 South State St.
Room #N1600</p> |
| <p>➤ Sixteen (16) 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.</p> <ul style="list-style-type: none">• North point, scale & drawing date;• Property lines, with dimensions, adjoining streets, rights-of-ways, structures on adjacent properties, easements, waterways, etc.;• Location of Curb, gutter and sidewalk;• Location & dimensions of all existing & proposed structures, accessory buildings, including signs;• Notes of explanation must include total square footage of all structures by use;• List calculations for required and proposed parking;• Landscaping area as required by ordinance;• Existing and proposed fencing with height and type shown. |
| <p>➤ Three (3) Building Elevations: the drawings should show all sides of the building (s) and indicate building height, materials, openings, and grades, etc.</p> |

K Note: You are required to meet with a Planner to go over your application submittal. Deficient applications will not be accepted.

3. Various County agencies will review your request and make recommendations to the Planning and Development Services Staff. It is the applicant's responsibility to follow up with the various agencies to complete their specific requirements. For a list of those agencies, please contact the planner assigned to the project in the Planning and Development Services Division.
4. You will receive a Preliminary Approval letter which lists the conditions and requirements of the approval. 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. Preliminary approval expires 1 (one) year from the date of the Preliminary Approval letter.

5. Once the conditions of approval required by the agencies and staff have been met or bonded for, you will receive a Land Use Permit. This permit consists of an approval letter which will be attached to 2 copies of an original stamped and signed site plan, along with 2 stamped and signed copies of building elevations.



Permitted Use Application 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 \$100.00 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: \$100.00 (does not apply to regular subdivisions, and must be paid prior to acceptance of the bond);
- Partial Bond Release Fee: \$100.00 per request;
- Reinspection Fee: A reinspection request and \$100.00 per request is required.

If you have any questions regarding Bonding, please contact the Bond Coordinator:
Shirley Rood (801) 468-2434
srood@slco.org



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.

Updated: February 23, 2006