

CONDITIONAL USE PERMIT PROCESS

Description: Brian Head Town requires a special permit for certain uses in any given zone which may have potential for adverse impact on the character of the zone. Those uses are specified within each zone in the Land Management Code (see Title 9 Chapter 7). Before using an existing parcel or structure for one of these uses or obtaining a building permit for a new structure intended for a conditional use, one must first follow this process to obtain a conditional use permit.

Req'd Permits & Approvals: ☐ Conditional Use Permit (Planning Commission)

Review Process: ☐ Completed Application Submitted
☐ Fees Submitted
☐ Notice Mailed
☐ Planning & Zoning Dept Review
☐ Public Hearing
☐ Planning Commission Review & Approval
☐ Conditional Permit Issued

Standards for Review:

1. Protects the safety of persons and property:
 - a. Will not result in unreasonable traffic congestion or traffic hazards.
 - b. Has adequate and necessary access for municipal services.
2. Will not exceed the obligations and/or financial capability of the Town and will not require a level of community facilities and services greater than that which is available, or which may be provided.
3. Will protect environmental values:
 - a. Will not cause unreasonable air, water, groundwater, light, or noise pollution.
 - b. Does not have critically expansive soils, high water table, slope instability, or other soil problems which cannot be mitigated.
4. Consistent with the Town General Plan:
 - a. Will comply with the requirements of the zoning district in which the use is to be established and with all other requirements of this title.
 - b. Will be compatible with the character of the neighborhood and surrounding structures in scale, mass and traffic circulation.
5. The applicant has assured performance of obligations by posting bond or other adequate security as determined necessary by the Planning and Zoning Administrator.

The Planning Commission may impose such conditions and safeguards to ensure compliance with the requirements, standards, or conditions of this section. The violation of any condition, safeguard, or commitment of record by the applicant shall be sufficient grounds for revocation of conditional use approval.



BRIAN HEAD TOWN

P.O. Box 190068, Brian Head, UT 84719

Phone (435) 677-2029 Fax (435) 677-3661

BRIAN HEAD

CONDITIONAL USE APPLICATION

The conditional use review is intended to provide additional information necessary to assure compatibility and harmonious relationships between proposed uses, surrounding properties, and the town in general.

Property Owner: _____ Telephone: _____

Property Location: _____

Property Owner Mailing Address: _____

Property Owner Email Address: _____

Subdivision: _____

Lot & Block: _____

Current Zone: _____

Current Use _____

Proposed Use _____

Required Submittals:

- ☐ Fee: \$400 per application
- ☐ Existing Conditions Map
- ☐ Development Report
- ☐ Detailed Site Plan
- ☐ Referral Packet

Signature of Property Owner

Date

By signing this application, you affirm that you are the owner of record of the subject property of this application and that you are responsible for ensuring the use of the property is consistent with the requirements of Title 9 of the Brian Head Town Code.



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

CONDITIONAL USE PERMIT

Application Form: Complete the form provided by Brian Head Town

Land Use Fee: \$400 per application

Development Report: The applicant will provide a narrative statement detailing the following:

- An explanation of the purpose of the proposed action and proposed land use, including building descriptions, variation in building setbacks, parking, height or other requirements that are being sought
- A development schedule indicating the approximate date of the development or stages of the development with expected completion dates
- Assessment of the availability and capacity of public infrastructure (utilities, roads, trails, etc.) to serve the proposed use
- Any special agreements, conveyances, restrictions or covenants, which will govern the use, maintenance and continue protection of the development and any of its common areas

***Existing Conditions Map:** The applicant will provide a map which displays the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information –

- Site boundaries with dimensions
- Protection area boundaries (wetlands, spring/well protection, flood plains, etc.)
- Existing topography, with slopes over 10%, 25% and 40% identified
- Existing vegetation, trees or groupings of trees
- Existing roads and rights-of-way, including names, grades, and travel lane widths
- Existing utilities by type, including location and dimension of easement
- Existing emergency access, fire lanes and fire hydrants
- Footprint of existing structures with uses indicated
- Existing drainage system (natural or improved)

Referral Packet: The applicant will provide each of the following –

- A map identifying the owners (including condominium owners) of abutting properties located partly or entirely within three hundred feet (300') of any boundary of the property subject to the application
 - Iron County GIS is a useful resource for creating this map (go to Ironcounty.net/Departments/it/gis and click on "Parcel Locator")
- Mailing labels addressed to each of the property owners identified
 - Mailing labels will be prepared using current mailing addresses available at the County Recorder's office
 - By clicking on parcels on the Parcel Locator, you can get the parcel ID numbers to provide to the County Recorder (note: it will also show a name and address of the owner on the Parcel Locator, but sometimes the

information there is not up to date, so be sure to supply the parcel ID#s to the County Recorder to get the correct mailing label information)

- Recorder's Office Contact: (435) 477-8350 or ironcounty.net

***Site Plan:** The applicant will provide clear and precise plans which display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number and a north arrow scale in addition to the following information --

- Lot boundaries with dimensions and lot size
- Adjacent roads, including names and rights-of-way
- Existing utilities and proposed utilities
- Existing drainage and proposed drainage
- Footprint of existing structures, with uses indicated (including accessory structures)
- Footprint and square footage of proposed structures, with uses indicated (including accessory structures)
- Setbacks (distance from front, side and rear property lines to any building)
- Percentage of building footprint coverage (cumulative area of building footprints divided by total square footage of lot)
- Percentage of lot which will be undisturbed
- Designation of snow storage areas
- Driveway width and slope
- Number of parking spaces (interior and exterior)

** Site Plan and Existing Conditions Map may be combined*