

13011 S. Pioneer Street - Herriman, Utah 84096
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Herriman

Conditional Use

Application for a conditional use concept review for a specified piece of property must be submitted to the Herriman Community Center 21 days prior to the Planning Commission meeting in order to be placed on the agenda for that meeting. A site development review is required with the City Planner before the concept review is submitted if the proposed development is of sufficient size or impact.

APPLICATION REQUIREMENTS

Complete the land use application form. In preparing the application be as detailed and specific as possible. Incomplete or inadequate information may result in your application being delayed or possibly denied.

BASIS FOR ISSUANCE OF A CONDITIONAL USE

The Planning Commission shall not authorize a Conditional Use Permit unless evidence is presented to establish:

- A. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood and the community; and
- B. That such use will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity; and
- C. That the proposed use will comply with the regulations and conditions specified in this title for such use; and
- D. That the proposed use will conform to the intent of the city master plan.

SITE DEVELOPMENT REVIEW

Before the Planning Commission reviews a development project, the City Planner will provide a site development review. At this review, staff will provide their recommendations and redline the site plan. This review will address many issues at the beginning of the development process before placing the item on the Planning Commission public meeting; therefore, this review will assist the applicant.

The site development review is held as needed. After staff reviews the project they will make an appointment with the applicant and go over any issues and concerns that may have been addressed.

Small development projects such as changes of use, small additions and most home occupations will not need an initial site development review. The City Planner will make this determination.

There is no charge for the site development review.

CONDITIONAL USE CONCEPT REVIEW APPLICATION PROCESSING

Herriman provides a conditional use concept site plan review process. Conceptual review will only be accomplished on major or significant projects and will be provided after a site plan review (see previous paragraph) and when the applicant submits the conditional use application (including all applicable information). At this stage, the applicant can submit a schematic sketch of the proposed project. The application and all applicable information necessary for concept review are required to be submitted 21 days prior to the Planning Commission meeting. A notice will be sent to all property owners within 300 feet of the subject property.

The conditional use conceptual process allows the following: 1) the public to be involved with the proposed project; 2) provides information to the applicant for the preliminary and final approval process; and, 3) prevents the applicant from incurring engineering costs until the preliminary site plans are approved by the Planning Commission.

The planning staff will be in contact with the applicant in the week preceding the Planning Commission meeting in regards to issues and/or conditions that may be placed on the proposed project. If you have any additional information, please feel free to contact staff prior to the Planning Commission meeting.

Some minor conditional use permits can be reviewed by the City Planner and do not require a public meeting. Other projects can skip the concept stage and move directly to the preliminary conditional use permit stage. The City Planner makes this determination.

REQUIREMENTS FOR CONDITIONAL USE CONCEPT SUBMITTAL

- [] **3 copies of a schematic site plan, if applicable:** site plans are to be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). **Please submit one reduced 8 1/2" x 11" site plan.**
- [] **Completed Application Form:** signed and notarized!!
- [] **Document verifying proof of ownership:** the current property owner must be the applicant, but may designate an authorized agent to act in his behalf. Proof of ownership should include a Warranty Deed, Trust Deed, or a Quit Claim Deed.

CONDITIONAL USE PRELIMINARY PLAN APPLICATION PROCESSING

At the preliminary stage, copies of the site plans are submitted to various agencies for their review and comment. A copy of the staff recommendation is available 3 working days before the Planning Commission public hearing. If you have any additional information, please feel free to contact the staff prior to this meeting. The preliminary conditional use process determines

conditions the Planning Commission and staff may place on the proposed conditional use.

Before submitting the application for preliminary conditional use submittal, the applicant has the option of submitting a site plan to the City Planner. If site plans are submitted, staff will review the plan to be sure that the project is consistent with the Planning Commission conditions determined at conceptual review.

After preliminary conditional use approval, the City Planner will decide when the final conditional use will be placed on the Planning Commission agenda. Work with staff until the plan is complete and concerns or issues are resolved.

After preliminary conditional approval, the applicant will need to submit their engineering plans. Copies of the title sheet, grading, drainage and storm drain calculations, and detail sheet or references to Herriman's standards and any other written approvals should be submitted to the City.

In regards to engineering, the applicant's engineer instead of the applicant or agent, should communicate with the City Engineer during the planning development process. This idea saves time and expense for the City Engineer.

REQUIREMENTS FOR CONDITIONAL USE PRELIMINARY SUBMITTAL

If the project is bypassing conceptual review and being submitted for preliminary review the applicant will need to submit the following: completed application form, document verifying proof of ownership. The preliminary conditional use application including the information below will need to be submitted 21 days before the Planning Commission public meeting.

- [] 3 site plans: site plans are to be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale recommended at; 1" = 20', 1" = 30', etc.).
Please submit one reduced 8 1/2" x 11" site plan.

The following should be included on the site plan:

- [] North point, scale and date of drawing.
- [] Property lines with dimensions, and adjoining streets, right-of-ways, easements, waterways, etc.
- [] Location of curbs, gutters, sidewalks, driveways, loading facilities, entry and exits, parking, etc.
- [] List calculations for required and proposed parking.
- [] Landscaping areas as required by ordinance.
- [] Location and dimensions of all existing and proposed structures, including signs.
- [] Notes of explanation shall include total square footage of all structures by use.
- [] Decks, porches, or other parts which extend past normal outline of building.
- [] Fencing or block walls showing proposed height and materials used.
- [] Location and height of any overhead power and communication and transmission lines and all utility easements that may affect subject property.

- [] Proposed use of the building(s) shown on the plot plan.
- [] Location of exterior existing and proposed lighting standards and devices.
- [] **2 copies of site plan showing existing and proposed contours:** site plans are to be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). Contours should be at 2' intervals.
- [] **2 building elevations:** building elevations are to be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). Architectural scale is suggested at 1/8" = 1'.
- [] **1 Colored Site Plan:** The site plan should be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.).
- [] **1 Colored Building Elevation:** building elevations should be on a minimum sheet size of 18" x 24", at a scale which suitability fits the paper (a scale is recommended at; 1" = 20', 1" = 30', etc.). Architectural scale is suggested at 1/8" = 1'.
- [] **Material Board, if applicable:** A material board is required for new development unless the Community Development Department waives this requirement. The material board should include colored samples of exterior materials of proposed buildings and structures, including the roof, wall, trim, and any other exterior material features that may be significant.

CONDITIONAL USE FINAL PROCESSING AND SUBMITTAL

After preliminary conditional use approval, the City Planner will decide when the final conditional use will be placed on the Planning Commission agenda. Work with staff until the plan is complete and concerns or issues are resolved.

The final plans will need to be approved by the Planning Commission. After the Planning Commission approves the final plan, and all additional requirements are shown on the plan, staff will need 4 copies of each plan. Staff will stamp approval on the plans. A final conditional use letter and the approved stamped plans will be submitted to the applicant and the contractor.

APPLICATION FEES

- [] **Conditional use permit application fees include:**

Residential use	\$250.00 + \$15.00 per dwelling unit
Commercial – Industrial	\$1000.00 + \$100.00 per acre 1-20 acres; \$30.00 per acre 21-50 acres; \$10.00 per acre 51+ acres
Home occupation - regular	\$75.00
Home occupation – special (PC review)	\$200.00
Public and quasi-public use	\$250.00 + \$20.00 per acre

Liquor or beer for consumption on premises	\$100.00
Change of existing use	\$25.00
Conditional use amendment	\$150.00 + \$10.00 per residential unit added, or \$100.00 per acre for each acre added.
Mobile store - 120 days	\$50.00
Mobile store - 10 days	\$25.00

Engineering review fee is 6.0 percent of the performance bond amount.

PUBLIC MEETING

The Planning Commission meets the second and fourth Thursday of the month. The Planning Commission public meeting begins at 7:00 p.m. at 13011 S. Pioneer Street, Herriman, Utah 84096. The property owner or your appointed representative must be present at the public meeting.

A conditional use approval expires 24 months from the date the Planning Commission approval is given if the applicant does not obtain a building permit and commence construction or does not obtain a business license.

APPEAL

The final decision of the Planning Commission may be appealed by letter to the Appeals Authority within 10 days after the date of the notice from the Planning Commission. The decision of the Appeals Authority shall be final. Please state in the letter the reason(s) for the appeal.

NEXT PLANNING COMMISSION MEETING _____

FILING DEADLINE _____