



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**  
 220 East Morris Avenue, Suite 200  
 South Salt Lake City, Utah 84115  
 (801) 483-6000 telephone  
 (801) 483-6060 fax  
[www.southsaltlakecity.com](http://www.southsaltlakecity.com)

## CONDITIONAL USE PERMIT APPLICATION

### What is a conditional use?

Conditional uses are land uses which, due to their unique characteristics or potential impact upon the municipality, surrounding neighbors, or adjacent land uses, may be compatible only if certain conditions are imposed to mitigate the reasonably anticipated detrimental effects of the proposed use. Conditional uses may be allowed, allowed with conditions, or denied based upon an analysis of the proposed use's location, design, configuration and special impact.

### What is the process?

All conditional uses will involve either a public meeting or a public hearing. Depending on the conditional use, it will be approved by either the South Salt Lake City Planning Commission or the Director of Community Development, according to the table below:

Department Director Review Category 1	Planning Commission Review Category 2
<ul style="list-style-type: none"> <li>Any conditional use not listed in Category 2.</li> </ul>	<ul style="list-style-type: none"> <li>Any residential conditional use.</li> <li>Conditional uses requiring design review of a new or revised site plan AND are within or adjacent to single-family residential, multifamily residential, mixed use, or TOD zones.</li> <li>Conditional uses that result in the development of one acre of land or greater, except in the Light Industrial zone.</li> </ul>

### How much does the conditional use permit cost?

Category 1 conditional use permits cost \$150. Category 2 conditional use permits cost \$300. Category 2 conditional use permits for apartments and condominium conversions are \$600 plus \$10 per unit. Permit costs reflect the costs to the city for staff research time, providing public notices, and facilitating meetings.

### When is the conditional use permit due?

Applications for conditional use permits are due at least **two weeks prior** to the next meeting or hearing date before 12:00 noon.

- For category 1 conditional uses, a public meeting will be held within two weeks of submittal of a completed application.

- For category 2 conditional uses that require planning commission review, a public hearing will be scheduled for the next available Planning Commission meeting. The Planning Commission meets on the first and third Thursdays of each month in the City Council Chambers.

### **What are the public notice requirements?**

**Mailed public notices are required as part of your conditional use application.**

- For category 1 conditional uses, you will be required to supply stamps and envelopes for any property owners immediately adjacent or across a public street from the subject property. A planner will prepare the mailing labels and inform you of the number of stamps and envelopes you will need to supply.
- For category 2 conditional uses, you will be required to supply mailing labels, stamps, and envelopes for all property owners within 300 feet of the subject property. You will be required to obtain a property ownership list printed on mailing labels from Salt Lake County Recorder’s Office (2001 S. State Street). List will include owner’s property parcel I.D. number and mailing address.
- Notification signage shall be posted on the property or land for which a conditional use permit is considered. Notice shall be posted as directed by the Department of Community and Economic Development and shall be clearly visible from the right-of-way. The sign(s) shall be provided to the applicant/agent by the City and shall be posted by the applicant/agent at least seven days prior to the scheduled public hearing or public meeting. Signage must be returned to the Department of Community and Economic Development after the public hearing or public meeting.

The applicant must furnish plain white business envelopes and stamps for each property owner to be noticed. South Salt Lake City will mail the notices to all property owners as required. Also, include an envelope for both the owner of the property and the applicant for the proposed development.

***Note: The County Recorder’s office will not provide labels unless the applicant has the application and checklist with them at the time of purchase.***

### **Other things to consider:**

Your conditional use permit will be subject to compliance reviews by various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the city code. All submitted conditional use permit applications shall be reviewed in accordance with §17.09.010 of the South Salt Lake City Code and all other applicable city ordinances. Application submission in no way guarantees placement of the application on any particular agenda of any city reviewing body. It is recommended that all applications and checklist items be submitted well in advance of any anticipated deadlines.

### **Any other questions?**

**Director of Community Development**  
Michael Florence

(801) 412-3225  
[mflorence@southsaltlakecity.com](mailto:mflorence@southsaltlakecity.com)

**Deputy Director / Housing Administrator**  
Francis Xavier Lilly

(801) 412-3224  
[flilly@southsaltlakecity.com](mailto:flilly@southsaltlakecity.com)

**City Planner**  
Alexandra White

(801) 483-6011  
[Awhite@southsaltlakecity.com](mailto:Awhite@southsaltlakecity.com)



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PROJECT INFORMATION					
Date of Submission		Zone		Parcel #(s)	
Project Name				Acres	
Project Address & Unit (if applicable)				Units	
Project Description (use additional pages if needed)					
<i>Note: This information should also be included in your letter to the Community Development Director</i>					
Property Owner(s)			Applicant(s)		
Address			Address		
City	State	Zip	City	State	Zip
Phone number			Phone number		
Contact Person			Address		
Phone			City		
Cellular	Fax		e-mail		
OFFICE USE ONLY					
Category	Received by	Date received	Receipt No.	Fee	
File Number		Notes			

PROPERTY OWNER'S AFFIDAVIT

I/we \_\_\_\_\_, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My commission expires: \_\_\_\_\_

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AGENT AUTHORIZATION

I/we, \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, South Salt Lake City, Utah, do hereby appoint \_\_\_\_\_ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the City of South Salt Lake, and authorize \_\_\_\_\_ to appear on my/our behalf before any City Board or Commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if applicable)

On the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, personally appeared before me \_\_\_\_\_ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_

# COMMERCIAL CONDITIONAL USE PERMIT CHECKLIST

## Materials

- \_\_1. Complete application
- \_\_2. Application fee - \$150.00 for category 1 or \$300.00 for category 2. Category 2 conditional use permits for apartments and condominium conversions are \$600 plus \$10 per unit
- \_\_3. One (1) copy of the proposed site plan on paper no larger than 11x17. Each plan submitted should represent the entire property and all proposed uses. Staff may require that the site plan be surveyed and stamped. Staff may request more specific information, but typical applications will require the following information: A drawing that is to scale showing:
  - a) name and correct address of the development
  - b) location and name of the street(s)
  - c) property boundaries
  - d) exact location of proposed business, identify where in the building the business will be located (which unit?)
  - e) circulation diagram, vehicular and pedestrian. Be sure to show all driveway locations and dimensions.
  - f) proposed and existing parking areas, lighting, landscaped areas, and trees. Please identify all parking stalls which will be designated specifically for your proposed business.
  - g) location of existing or proposed fences
  - h) plans for utility provisions and disposal of any hazardous materials
  - i) locations of existing or proposed accessory structures
  - j) locations of existing and proposed signs
- \_\_4. Proposed design schematic of each building elevation, including exterior materials, colors and textures (for new buildings, additions and significant remodels only). A description of mitigating design elements
- \_\_5. Interior layout of entire building, include all businesses which currently reside in the building.
- \_\_6. Interior layout of proposed business and total square footage of business.
- \_\_7. Five (5) year parking lease agreement if applicable.
- \_\_8. A letter written to the Community Development Director describing the proposed use or development.
- \_\_9. A description of mitigating management practices and plans
- \_\_10. Any proposed conditions of approval
- \_\_11. All plans must also be submitted electronically in PDF format.
- \_\_12. Other items as determined necessary by staff for the specific development.