

The Town of Castle Valley
Non-Routine Conditional Use Permit Application - FORM B

Lot # _____ Home Occupation _____ Premises Occupation _____

Name of Applicant(s) _____

E-mail Address: _____

Name of Business _____

Days & Hours of Operation _____

Business is conducted: In Home _____ On Premises _____ Both _____

Are you currently a fulltime resident on the lot for which the application is sought? Y _____ N _____

Does your business require licensure, regulation, or inspections by any State or Federal Agency? Y _____ N _____

If yes, list here: _____

Are you in compliance? Y _____ N _____

Do you need a Federal ID # for this business? Y _____ N _____

If yes, are you in compliance? Y _____ N _____

Please provide a detailed description of the proposed use/business here: _____

(Attach Additional Sheets As Needed)

If a newly constructed building or newly constructed addition to an existing building, is to be used in part or entirely for a proposed Premises Occupation, applicants **must first receive approval of a nonroutine building permit** from the Planning and Land Use Commission for that building or addition.

Will this applied for use generate: (check all applicable boxes)

Vehicle traffic _____ Delivery/Freight traffic _____ Non-residential traffic _____

Non-residential employee(s) _____ Tourism _____ Privacy loss _____ Noise _____

Waste _____ Emissions/Odors _____ Outdoor lighting _____ Signage _____ Hazards _____

Commercial vehicle _____ Material/Equipment storage _____

Hazardous Material/ storage _____ Flammable/Explosive material storage _____ Other, please name: _____

For hazardous material storage (attach additional sheets as needed), the applicant is required to provide the following to the Town prior to any business activity commencing: an inventory list (including quantities stored) of all such allowed material and a plan for the safe storage and disposal of such material approved by the Town; an inspection of the home or premises occupation performed by a Town Official; and proof of business liability insurance at a minimum of two (2) million dollars, with the Town listed on the policy as an additional insured. The Land Use Authority approving the home or premises occupation may set limits on the type and amount of such material allowed on the property at any given time.

For flammable/explosive materials or other materials that pose a fire risk (attach additional sheets as needed), the applicant is required to provide the following to the Town prior to any business activity commencing: proof of inspection of required fire suppression equipment; an inventory list (including quantities stored) of all such approved material and a plan for the safe use of such material approved by the Town; an inspection of the home or premises occupation performed by a Town Official; and proof of business liability insurance at a minimum of two (2) million dollars, with the Town listed on the policy as an additional insured. The Land Use Authority approving the home or premises occupation may set limits on the type and amount of such material allowed on the property at any given time.

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Please describe the details of all other above selected items (attach additional sheets as needed):

Documentation to be Submitted:

- _____ 1. This completed application form.
- _____ 2. A site plan, drawn to scale, that includes the following:
 - a. The perimeter of the property, showing measurements & road easements.
 - b. All structures on the property, showing dimensions, and distances from each other and from the property line, with current uses of each structure.
 - c. Location and size of any sign.
- _____ 3. A letter from the applicant fully describing the proposed conditional use with the reasons applicant feels the Planning and Land Use Commission should recommend approval of said use to the Town Council.
- _____ 4. Building Plans for newly constructed buildings or additions to be used for a proposed Premises Occupation (where applicable).
- _____ 5. An inventory list (including quantities stored) of all allowed hazardous material and a plan for the safe storage and disposal of such material approved by the Town; approved by the Town;; and. The Land Use Authority approving the home or premises occupation may set limits on the type and amount of such material allowed on the property at any given time.
- _____ 6. An inventory list (including quantities stored) of all approved materials that pose a fire risk and a plan for the safe use of such material.
- _____ 7. Proof of inspection of required fire suppression equipment (where applicable).
- _____ 8. An inspection of the home or premises occupation performed by a Town Official (where applicable).
- _____ 9. Proof of business liability insurance at a minimum of two (2) million dollars, with the Town listed on the policy as an additional insured (where applicable).
- _____ 10. ANYTHING ELSE DEEMED NECESSARY in order to properly evaluate the Application’s compliance with Town Land Use Regulations and its impact on the zone in which the conditional use will be located.
- _____ 11. Filing Fees:
 - a. Application fees \$ -----50.00---
 - b. _____ \$ _____
 - c. _____ \$ _____
 - Total fees due: \$ _____

FOR OFFICE USE ONLY	
Date Paid & Payment Reference: _____	Initials: _____
Completed #'s 1 – 11 _____	Initials: _____ (of Town Clerk)

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A determination that an application for a Conditional Use Permit for a home or premises occupation is nonroutine may be appealed by the applicant or an aggrieved party to the Planning and Land Use Commission within 15 calendar days after the date when the Building Permit Agent makes the determination.

Meeting/Discussion/Notification: Each adjacent property owner will be contacted by mail by the Town of Castle Valley to inform him/her of the proposed conditional use and the meeting dates to hear applicant's request. Applicants will be notified of the meeting dates at which the conditional use request will be heard.

Please return this application by mail to the Town of Castle Valley, HC 64 Box 2705, Castle Valley, UT 84532, or in person at the Town Community Building at 2 Castle Valley Drive, a minimum of 21 days prior to the Planning and Land Use Commission Meeting at which the request will first be heard. The Planning and Land Use Commission meets once a month. The Town Council, at their first meeting following the Planning and Land Use Commission meeting, will vote on applications based on the Planning and Land Use Commission's recommendations.

APPLICANTS MUST ATTEND BOTH MEETINGS!

I acknowledge that all the information requested above, and supplied by me is true and correct. I understand that should any information, supplied by me, be false or incorrect, that this Conditional Use Permit may be revoked. I agree to govern this use in accordance with any conditions that may be placed thereon by the Town Council and in conformance with all applicable ordinances. I understand that the Town may revoke this conditional use permit at any time if one or more of the conditions of this permit are not being met.

I further understand and agree that if my home/premises occupation use is approved, that this use will only be issued to the persons listed on this application and not run with the land in the event of the sale of the lot listed above. Any permit which may be issued is only for the type and scope of the activity or use explicitly described in this application.

Signed: _____ **Applicant/Owner** **Date:** _____

Signature of Lot Owner (if different than applicant) _____ **Date:** _____

RECOMMENDATION OF CASTLE VALLEY PLANNING AND LAND USE COMMISSION:

_____ **Not to approve for the following reasons:** _____

_____ **To approve with the following conditions:**
1. _____
2. _____
3. _____
4. _____
5. _____
6. Anything not expressly permitted is prohibited.

DATED THIS _____ **DAY OF** _____, **20**_____.

THOSE VOTING AYE: _____

THOSE VOTING NAY: _____

SIGNATURE Planning Commission Chair

NAME Planning Commission Chair

