

***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):

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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: \$ \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Date Paid & Payment Reference: _____	Initials: _____

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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

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**MOTION OF CASTLE VALLEY TOWN COUNCIL:**

\_\_\_\_ Not to approve for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ To approve with the following Final Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_ .

THOSE VOTING AYE: \_\_\_\_\_

THOSE VOTING NAY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of Mayor

\_\_\_\_\_  
NAME of Mayor

I have read and understand Sections 4.5, 4.7 and 4.8 of the Castle Valley Land Use Ordinance 85-3 pertaining to conditional uses and/or home and premises occupations. I understand and agree that anytime I am found in violation of the provisions of 85-3 pertaining to conditional use permits, the permit shall be revoked and I will pay any penalty imposed by the Town and any expense legal or otherwise incurred by the Town regarding my conditional use violation.

I understand that this permit will be reviewed annually through an annual update form. If all of the conditions of the permit are being met and no changes have been made to the conditional use, the permit will be renewed for another year. At the time of review the Town may refuse to renew the permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Lot Owner (if different then applicant): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_(Applicant) has been granted a Nonroutine Conditional Use Permit for \_\_\_\_\_  
\_\_\_\_\_(Name of Business)