

## Conditional Use Permit Process Frequently Asked Questions

**Q** – What type of Conditional Use Permit do I need?

**A** – Conditional Use Permits are divided into two categories: Permanent and Non-Permanent. Non-Permanent Permits cover applications for home/premises businesses and agricultural fencing needs. Home/premises business applications may be considered routine or non-routine. Refer to the following questions for a description of each type of permit.

**Q** – What uses require a Permanent Conditional Use Permit?

**A** – Permanent Conditional Use Permits are required for public buildings; new or substantial changes to existing irrigation ditches, spring-fed ponds, water pipelines, and flood control structures; windmills; above-ground water storage tanks that differ from those specified in Ordinance 85-3, Section I.4.1.J; and schools, churches, cemeteries, parks, playgrounds, and arboretums. Permanent Conditional Use Permits run with the land and transfer to new owners automatically in the event of the sale of the lot and are not required to be renewed each year.

**Q** – Who needs a Non-Permanent Home/Premises Conditional Use Permit?

**A** – Anyone who has a home-based business in Castle Valley or uses their physical Castle Valley address as their business address is required to obtain a Conditional Use Permit and a business license, unless they meet the requirements for a permitted agricultural business as listed in Ordinance 85-3, Section I.4.1. Botanical nurseries, raising or boarding of livestock or other animals for sale or compensation, day care nurseries, family day care centers, and foster care do require a Home/Premises Conditional Use Permit. Home/Premises Conditional Use Permits are considered to be Routine or Non-Routine, based upon their potential impact on the community. Non-Permanent Conditional Use Permits do not run with the land in the event of the sale of the lot on which the permit is issued and must be renewed each year.

**Q** – What is a Routine Conditional Use Permit?

**A** – A Routine Conditional use permit is for very low impact home/premises occupations. Applicants who answer no to all questions on the questionnaire can obtain a Routine Conditional Use Permit by meeting with the Building Permit Agent and do not have to attend any Town meetings for approval.

**Q** – What is a Non-Routine Conditional Use Permit?

**A** – If the applicant answers yes to any of the questions on the questionnaire, then he or she must obtain a Non-Routine Conditional Use Permit. Non-Routine Conditional Use Permits are approved by the Town Council after receiving a recommendation by the Planning and Land Use Commission (PLUC). Applications for Non-Routine Conditional Use Permits must be submitted to the Town a minimum of 30 days prior to the PLUC meeting at which the request will first be heard. The Town Council, at their first meeting following the PLUC meeting, will vote on applications based on the PLUC's recommendations. APPLICANTS MUST ATTEND BOTH MEETINGS! A notification letter will be sent to all property owners adjacent to the lot requesting a Conditional Use Permit that includes: information on the Conditional Use Permit or business license request; date, time, and place of the PLUC meeting at which the conditional use permit or business license application will be considered; and notice of the adjacent property owners' right to comment on the conditional use permit application by mail or in person at the meeting.

**Q** – What other uses require a Non-Permanent Conditional Use Permit?

**A** – Fences which exceed four (4) feet in height and which enclose more than one (1) acre of land on lots designated for commercial agricultural use require a Non-Permanent Conditional Use Permit. Non-Permanent Conditional Use Permits do not run with the land in the event of the sale of the lot on which

the permit is issued and must be renewed each year.

**Q** – If the “use” is agricultural, does the owner need a Conditional Use Permit?

**A** – If the “use” meets all the requirements set forth in Ordinance 85-3, Section I.4.1, then the activity is allowed without a Conditional Use Permit. The applicant must still obtain a business license. One stand is allowed for the display and sale of agricultural products raised on the premises. If customers are coming on to the premises for any other reason, then a Non-Routine Conditional Use Permit for a home/premises occupation is required.

**Q** – What are the fees?

**A** – The initial application fee is \$25.00; this covers both the one-time conditional use permit fee and the first year’s business license, if needed. The fee for business license renewal is \$10 per year after the first year. There is no fee for continuance of the conditional use permit; it is renewed automatically unless the property owner or the Town Council makes a change or if the Town Council determines that one or more of the conditions of the permit are not being met.

**Q** – If the request for a permit or license comes in “later in the year”, can the property owner/resident receive a prorated fee?

**A** – No, because the fee covers expenses, including time spent by the Town to process the permit/license.

**Q** – If the property owner/resident has more than one business, can the fee cover both?

**A** – No, because the fee covers the processing (same as above).

**Q** – If the property owner/resident has more than one business, can they apply for both on the same form?

**A** – No, because each business will be treated separately in terms of conditions applied.

## **Steps in the Conditional Use Permit and Business License Process For Home and Premises Occupations**

1. The applicant is provided with an information sheet, a copy of the zoning ordinance, and a questionnaire that addresses conditional use permit requests.
2. The Building Permit Agent determines whether or not the application is routine or non-routine by asking the applicant to fill out a brief questionnaire.
3. The Building Permit Agent can approve and sign a Routine Conditional Use Permit application after receiving a completed, signed application, and payment of the \$25 initial permit fee from the property owner/resident. Notice will be sent to adjacent property owners to inform them that they may appeal the routine designation to the PLUC within 15 calendar days after the date when the Building Permit Agent makes the determination.
4. If the Building Permit Agent determines an application to be non-routine, then applicant must complete Form B for Non-Routine Conditional Use Permits. After the PLUC Clerk receives a completed, signed application, a site map, and payment of the \$25 initial permit fee from the property owner/resident, the item is placed on the agenda for the next PLUC meeting. A notification letter will be sent to all property owners adjacent to the lot requesting a Conditional Use Permit that includes: information on the Conditional Use Permit; date, time, and place of the PLUC meeting at which the conditional use permit or business license application will be considered; and notice of the adjacent property owners’ right to comment on the conditional use permit application by mail or in person at the meeting.
5. The PLUC reviews the application, asks questions of the applicant, adds conditions to the application, and votes to recommend or not recommend approval of the application to the Town Council.

6. The Town Council reviews the application and PLUC recommendation at their next meeting, asks questions of the applicant, may add or amend conditions recommended by the PLUC and makes a decision to approve or not to approve the conditional use permit.
7. After an application is approved by the Town Council, it is filed, the check is cashed, and a copy of the permit and business license (if required) is sent to the applicant by the PLUC Clerk.
8. In November, the PLUC Clerk sends a letter to each conditional use permit and business license holder asking if they have any changes to report and if they wish to renew their conditional use permit and business license (if applicable).
9. Those who request a continuance of their conditional use permit and business license must send in their request by December 1. The conditional use permit will renew without any additional fees as long as the resident has not made any changes to the conditional use and as long as all of the conditions of the permit are still being met. If changes have been made, the resident must reapply and a new fee of \$25.00 must be sent by December 1 with the renewal request. To request renewal of a business license, the applicant must submit a \$10 renewal fee by December 1. Renewal requests are reviewed by the PLUC at their December meeting. The PLUC recommendations regarding renewals and information from each conditional use permit and business license holder are referred to the Town Council for a vote at their December meeting. Business licenses and conditional use permits approved for renewal by the Town Council are effective as of the first day of January of the following year.
10. At the time of renewal, the Town Council may amend the conditions imposed and may also add new conditions if they find that such changes are necessary to ensure that the impacts of the conditional use do not exceed the impact of permitted uses in the zone in which the lot is located. If such changes are made, a new application and an additional fee of \$25.00 will be required from the applicant. The Town Council may also refuse to renew the conditional use permit if it concludes that conditions cannot be imposed to adequately mitigate the negative impacts of the conditional use or if it determines that one or more of the conditions of the permit are not being met. The Town further reserves the right to require any Routine Conditional Use Permit holder to go through the full permit process as described in Form B if any questions of impact arise.

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