



Payson City

APPLICATION for CONDITIONAL USE PERMIT

		For Office Use Only:	Review Fees: (15-1)	\$300.00
Application # _____	Application Date: _____			
PC Meeting Date: _____	CC Meeting Date: _____			
County Parcel # _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		

GENERAL INFORMATION

PROPOSED PROJECT NAME: _____

Project Location: _____

Name of Applicant or Authorized Agent(s): _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____

Name of Owner(s) (if other than applicant): _____

Address _____ City _____ Zip _____

Phone # _____ Fax # _____

Owner's Signature of Authorization to file: _____

Current Zoning of the property (see official zone map): _____

Is a Zone Change necessary for this project? YES ____ (attach a Zone Change Application) NO ____

Requested Zone: _____ Zone Change Application # (if necessary): _____

APPLICATION REQUIREMENTS AND PROCEDURE

Submittal Requirements:

- All applications must contain the following items:
 - (1) _____ Application fee
 - (2) _____ Site Plan and Landscaping Plan (see Site Plan Requirements section of this application).
 - (3) _____ Written response to Conditional Use Impact Statement (see Conditional Use Criteria Requirements section of this application).
 - (4) _____ Stamped addressed envelopes for public notification (see Public Notice Requirements section of this application)
 - (5) _____ One CD with plans and all supporting documents in PDF format

Please *follow carefully the Conditional Use Requirements* included as part of this application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an *incomplete application and disapproval* of the request for use of a conditional use permit.

Submittal Procedure:

- Once staff has adequate time to review the application, the applicant will be notified of any additional information that is required.
- Once staff has determined that the application complies with the development codes of Payson City, the request will be placed on the next available Planning Commission agenda.
- The Planning Commission will review the application and forward a recommendation to the City Council and staff will schedule a public hearing for the next available City Council meeting following the two (2) week public hearing notice. Staff will then mail the notices to the property owners within five hundred (500) feet notifying them of the date and time of the public hearing.

- The City Council, following the public hearing, may approve, approve with conditions, or deny the request for use of a conditional use permit.

NOTE: Please read Payson City Zoning Ordinance Chapter 19.13 dealing with Conditional Use Permits, as well as any other pertinent sections of the Payson City Ordinances in detail before submitting any type of land use application. A Conditional Use Permit application requires review by the Planning Commission and approval by the City Council following a public hearing. To meet scheduling, work load and legal posting requirements, this application must be submitted a minimum of five (5) weeks prior to the Planning Commission meeting date you would like to be scheduled for.

CONDITIONAL USE SITE PLAN REQUIREMENTS

The applicant shall supply the City with three (3) twenty-four by thirty-six (24 x 36) inch and ten (10) eleven by seventeen (11 x 17) inch copies of the site plan. Attach to and/or include with the site plan all necessary documentation and site plan/landscaping plan requirements as per the following site plan/landscaping plan checklists. See Section 19.13.3 of the Payson City Zoning Ordinance. Missing information may be cause for denial of application and/or conditional use permit. These Site Plan requirements are the minimum, other information may be required by the Payson City ordinances, staff, Planning Commission or City Council.

Please *initial each item* as being completed, or put N/A if waived by staff or not applicable to approval process:

Site Plan

- (1) _____ Vicinity Map showing general location.
- (2) _____ Adjacent property owners and streets.
- (3) _____ Dimensions of the property.
- (4) _____ Property lines.
- (5) _____ Location of all existing and proposed structures.
- (6) _____ Square footage of existing and proposed structures.
- (7) _____ Floor plans and elevations showing type of materials.
- (8) _____ Use of buildings.
- (9) _____ Location and number of parking spaces and size (including Handicapped).
- (10) _____ Parking backup area.
- (11) _____ Existing and proposed ingress/egress.
- (12) _____ Width of driveways.
- (13) _____ Location of public and private curb & gutter and sidewalks.
- (14) _____ Location of trash containers.
- (15) _____ Trash pickup areas.
- (16) _____ Irrigation ditches/canals.
- (17) _____ Storm drainage plan and calcs.
- (18) _____ Location of Walls or fences and type of materials.

- (19) _____ Location of existing and proposed utilities including power, sewer, and water and the water meter locations and location of transformers.
- (20) _____ Type/size of electrical service and water service.
- (21) _____ Location of other existing and proposed utilities such as gas, & phone.
- (22) _____ Location of existing and proposed fire hydrants.
- (23) _____ Location, type, size, height, and number of advertising signs.
- (24) _____ Location of regulatory and directional signs.

Landscaping Plan

- (1) _____ Proposed location of landscaping.
- (2) _____ Types of planting materials.
- (3) _____ Initial sizes of planting materials.
- (4) _____ Percentage of landscaping.
- (5) _____ Sprinkler locations and specifications.

CONDITIONAL USE CRITERIA REQUIREMENTS

The following factors will be weighed and considered when determining whether a conditional use permit application should be approved, approved with conditions or denied. Please provide information concerning the factors listed below and *attach the narrative and any additional materials to this application*:

1. Harmony of the request with the general objectives of the General Plan, Zoning Ordinance, Subdivision Ordinance, any other City ordinance and the particular zone in which the request is located.
2. Harmony of the request with existing uses in the neighborhood.

3. Development or lack of development adjacent to the site.
4. Whether or not the request may be injurious to potential development in the vicinity.
5. Present and future requirements for transportation, traffic, water, sewer, and other utilities.
6. Suitability of the specific property for the proposed use.
7. Number of other similar conditional uses in the area and the public need for the conditional use.
8. Economic impact on the neighborhood.
9. Aesthetic impact on the neighborhood.
10. Safeguards to prevent noxious or offensive omissions such as noise, glare, dust, pollutants and odor.
11. Attempts by the applicant to minimize other adverse effects on people and property in the area.
12. Impact of the proposed use on the health, safety and welfare of the City, the area, and persons owning or leasing property in the area.

PUBLIC NOTIFICATION REQUIREMENTS

Provide a list of names and addresses of the property owners within five hundred (500) feet of the subject property as shown on the County Assessor's tax files, together with a stamped, addressed envelope for each such owner.

GUARANTEES

Acceptable guarantees for all required improvements must be posted at the time of application for Final Plat approval to assure their timely and satisfactory completion. The amount of the guarantee shall be equal to one hundred and twenty (120) percent of the estimated cost of the require improvements as determined by the City Engineer.

APPLICANT CERTIFICATION

I certify that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the Payson City Zoning Ordinance and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to the individual project or use. I agree to comply with any and all applicable City Ordinances in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the staff, Planning Commission, City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature _____ Date _____

Title _____

PLEASE NOTE:

Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times. Fee payment is required at time of application submittal.