



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **Temporary Use Permit** approval. This packet includes necessary background information that you will need to prepare and file a complete submittal, and which will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Temporary Use Permit Application Checklist
- Temporary Use Permit Review Process Chart

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your subdivision request, the following materials will be required at the time of submission of your application:

- Temporary Use Permit Application Form through Civic Review
- All items listed on the Temporary Use Permit Application Checklist (incomplete applications will not be accepted)
- Application & Processing Fees, as specified in the current Morgan County Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing temporary use permit petitions, please feel free to contact the Planning and Development Services Department at the address and phone number below. Pre-application meetings with staff are strongly encouraged. The Morgan County Code can be accessed via www.morgancountyutah.gov. Thank you for your interest in Morgan County, and we look forward to working with you very soon.

Sincerely,

Morgan County Planning and Development Services

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF MORGAN }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Morgan County Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this ____ day of _____, 20__.

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

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AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this ____ day of _____, 20__, personally appeared before me
_____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in Morgan County, Utah

My commission expires: _____

Temporary Use Permit Checklist

Incomplete applications will not be accepted or held. All required items shall be submitted.

Submission Requirements

Check

- _____ Application Fee
- _____ Completed Application Form
- _____ Two physical sets of plans and one electronic set with the following minimum information:

- **Written Narrative**

- Name of the project.
 - Name, address and telephone of the applicant and the applicant's agent, if any.
 - Name and business address of the project designer or engineer.
 - The name and address of the applicant and the name and address of every person or company the applicant represents.
 - The person chiefly responsible for the event or use and/or the sponsoring organization and its chief officer.
 - Written narration of the proposal with detailed specificity identifying the following:
 - The requested temporary use.
 - The place, date, time of the event, and hours of operation of the proposed use.
 - A statement of the approximate number of persons, animals, and/or vehicles which will participate in the event or be generated by the use and an explanation of how said number was derived such as number of presold tickets, available seating and/or parking, and past experience with similar activities.
 - The following maps, plans, and documents evidencing sufficient measures to be taken to reasonably protect the health, safety, and welfare of patrons and the public in general:
 - A scaled drawing of the area in which the event is to be held or the use conducted, showing the location of any existing structures and improvements on the site of the proposed temporary use, including, but not limited to, parking areas, curbs, gutters, sidewalks, and outside storage areas; and
 - Sufficient evidence to demonstrate that the temporary use will meet the general and specific requirements of this section and this title.
 - Other such items as reasonably requested by the zoning administrator to determine the feasibility of the temporary use.
- **County Plat Map** (Can be obtained at the Morgan County Recorder's Office)
 - **County Tax Roll** (Can be obtained at the Morgan County Recorder's Office)
 - **The County Code and Staff may require additional information to clarify compliance with ordinances and submittal requirements before acceptance of the temporary use permit is provided**

Morgan County has various types of temporary use permits. Due to the complexity of land use regulations it may not be a full collection of all requirements, but it will certainly help you get started. As an applicant, it is your responsibility to know, understand, and address the laws that govern temporary uses, and how they apply to your project. The county will review your application for compliance with these ordinances. For ease of access, codified ordinances are provided online at: http://www.sterlingcodifiers.com/codebook/index.php?book_id=837. Feel free to contact Planning and Development Services if you find trouble navigating county ordinances