

CONDITIONAL USE
PERMIT
Application Packet



MORGAN
C O U N T Y

Planning and Development Services Department

48 West Young Street, PO Box 886
Morgan County, Utah 84050
(801) 845-4015
Fax (801) 845-6087



Dear Applicant,

This application packet has been developed as a means to assist you in understanding the application procedure and requirements when applying for **conditional 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:

- Conditional Use Permit Application Form
- Conditional Use Permit Application Checklist
- Conditional 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:

- Conditional Use Permit Application Form
- All items listed on the Conditional 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 conditional 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. Please note that staff is available to hold a pre-application meeting prior to submittal of a full application to review preliminary drawings and discuss applicable code sections.

Sincerely,

Morgan County Planning and Development Services

Conditional Use Permit Application
 Planning and Development Services
 48 West Young Street, P.O. Box 886, Morgan, UT 84050
 (801) 845-4015 Fax (801) 845-6087
www.morgancountyutah.gov



Notice: The applicant must submit copies of the conditional use permit to be reviewed by the County in accordance with the terms of the Morgan County Code. The submittal of this application marks the beginning of the Pre-Review phase for a Subdivision Application. Pre-Review determines if an application submittal is complete. An application will not be considered complete without all submittal items listed on the checklist, along with any required fees not paid. In addition, please submit any other supplementary applications required in the checklist for this application. Reviews are typically completed in 3-4 weeks, but many factors can contribute to a longer review period. The timeline for those reviews will start when the submittal is complete. It is the responsibility of the applicant to ensure that fees are paid and documents are submitted completely for all necessary applications.

Once conditional use permit application is submitted and verified by staff, the plans are subject to compliance reviews by the various county departments and contracted staff, and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the County Code and all other applicable laws. All submitted conditional use permit proposals shall be reviewed in accordance with Title XV of the Morgan County Code. Submission of a conditional use permit application in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all conditional use permit application be submitted well in advance of any anticipated deadlines.

**The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform the County employee accepting this information. Morgan County does not currently share your private, controlled or protected information with any other person or government entity.*

Conditional Use Permit Fees

As Shown In The Morgan County Fee Schedule

_____	Conditional Use Permit.....	\$250.00
_____	Engineering Review Fees.....	\$Actual Cost
_____	Outside Consultants or Outsourced Staff Fee.....	\$Actual Cost
_____	Noticing Fee.....	\$60.00

Conditional Use Permit Checklist

Plans shall be prepared by a qualified professional. A pre-review will be conducted to verify that all required items have been submitted. Full review will commence only after a complete application is received; incomplete applications will not be reviewed. All required materials must be included.

Location and Physical Information

Yes/No

- _____ Is the proposal outside the Urban/Wildland Interface? (Reference map on website)
- _____ Is the proposal (or portion thereof) in a Sensitive Area or Geologic Hazards area?
- Areas zoned A, AE, AH, and AO on FEMA Flood Insurance Rate Maps
 - Areas with specific geologic units (see MCC § 155.223, and local geologic units map)
 - Wetlands as defined by US Army Corps of Engineers
 - Drainage channels subject to flash flooding
 - Alluvial fans subject to debris flow
- _____ Is the proposal (or portion) in a flood plain? If yes, provide flood plain panel number: _____

Current Zoning of property: _____

Submission Requirements

Check

- _____ Application Fee
- _____ Noticing Fee
- _____ Completed Application Form
- _____ Mailing address list from the Planning office of all property owners within 1000 feet of the proposed subdivision boundary.
- _____ Stamped #10 size envelopes for property owners within one thousand (1000) feet. Return address left blank.
- _____ One physical sets of plans and one electronic set with the following minimum information:

- **Written Narrative**

- Name of the project.
- Name, home, and business address of the applicant.
- Name and business address of the project designer or engineer.
- A written narration of the proposal with detailed specificity identifying the potential impact of the use on the property and the surrounding properties, as well as the measures proposed to mitigate the harmful impact.

- **Vicinity Map**

- North arrow & name of the project.
- All significant natural and manmade features and existing structures within 200 feet of any portion of the proposed project area.
- The property boundaries of the proposal.
- The names of adjacent owners.

- **Graphic Representation of the Proposal**

- Name of the project.
- Name, home, and business address of the applicant.
- Name and business address of the project designer or engineer.
- Drawn at a scale that makes the project easily and clearly legible.
- North arrow pointing to the left or top of the sheet.
- The boundary of the site including any building pad, easements, and/or conditional use areas.
- Adjacent properties and names of owners.
- The width of the existing & proposed roads, driveways, and parking areas.
- Existing zoning.
- The total acreage of the entire property and total acreage of property in each zone (where a zone line transects the property).
- Location of existing and proposed manmade features including bridges, railroad tracks, roads, buildings, and fences.
- Proposed site improvements.
- Proposed culinary and irrigation water sources.
- Location of existing vegetation.
- Proposed grade changes, topographic contours, areas of fill or excavation, and other proposed earthwork, with accompanied drainage and revegetation plan.
- Public and private easements located on the property.
- Location of Flood Plain boundaries.

- **County Plat Map** (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 conditional use permit is provided**

Conditional Use Permit Information Sheet

Morgan County has various types of conditional use permits in different zones. The following is a comprehensive list of County ordinance references that will help you to create your specific conditional use permit application. 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 conditional 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: [Morgan County, UT Laws \(amlegal.com\)](http://amlegal.com)
Feel free to contact Planning and Development Services if you find trouble navigating County ordinances.

All Conditional Uses Generally.

155.008; 155.026; 155.366

Accessory Buildings Incidental to Conditional Uses.

155.008; 155.082; 155.107

Agricultural and Forestry Conditional Uses.

155.008; 155.082

Bed and Breakfast.

155.008; 155.082; 155.107; 155.132

Child Daycare, Nursery, or Preschool.

155.008; 155.080; 155.105; 155.132; 155.323

Category III Class Home Occupation.

155.082; 155.107; 155.323

Commercial Conditional Uses.

155.045; 155.082; 155.130; 155.465; 155.466; 155.466

Commercial Land Developments (Commercial and Industrial Zones).

155.045; 155.130; 155.334; 155.220

Dude Ranch or Family Vacation Ranch.

155.008; 155.082

Dwelling(s) Conditional Uses.

155.008; 155.082; 155.088; 155.107; 155.132; 155.341

Equestrian Facilities.

155.082; 155.465

Ground Mounted Satellite Dish.

155.321; 155.322

Industrial Conditional Uses.

155.008; 155.045; 155.132; 155.331; 155.369

Institutional Conditional Uses.

155.045; 155.132; 155.335

Kennel.

155.008; 155.082

Land Excavations.

155.008; 155.045; 155.082; 155.107; 155.132; 155.366

Mining Operation (i.e., mine, quarry, gravel pit, rock crusher, concrete batching plant or asphalt plant, oil and gas wells, steam wells, test borings for exploration, etc.).

155.008 (see excavation); 155.090; 155.132; 155.340; 155.366

Parking.

155.008; 155.369; 155.132

Power Generation.

155.008 (see renewable energy); 155.082; 155.322; 155.326

Private Park or Recreational Grounds, or Private Recreational Camps or Resorts.

155.008; 155.333; 155.334; 155.045

Professional Offices.

155.008 (see general office space and dental or medical); 155.107; 155.132; § 155.324; 155.368

Public and Quasi-Public Facilities and Uses.

155.008; 155.045; 155.082; 155.132; § 155.324; 155.326; 155.332; 155.500; 155.516; 155.333; 155.334; 155.343

Residential Facilities for Individuals with Special Needs

155.008; 155.367

Sexually Oriented Business

155.132; 155.480

Signage

155.008; 155.368

Special General Service – utility uses, recreation trails, railroad and utility lines rights of way, and substations, etc., dams and reservoirs, radio and television transmitting stations or towers (including repeating towers).

155.008; 155.045; 155.082; 155.132; 155.326; 155.332; 155.500; 155.516

Swimming Pool.

155.045; 155.107; 155.132; 155.329; 155.465

Temporary Meteorological Monitoring Tower.

155.091; 155.091

Conditional Use Permit General Review Process

