

Temporary Use Permit Application Packet



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 **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 Form
- 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
- 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. 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

Temporary Use Permit Application

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Notice: The applicant must submit copies of the temporary use permit proposal 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 Temporary Use Permit 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. 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 a temporary use permit proposals are 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 temporary use permit proposals shall be reviewed in accordance with Title XV of the Morgan County Code. Submission of temporary use permit proposal in no way guarantees placement of the application on any particular agenda of the county land use authority. It is **strongly** advised that all temporary use permit proposals 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.*

Temporary Use Permit Fees

As Shown In The Morgan County Fee Schedule

_____	Temporary Use Permit.....	\$50.00
_____	Engineering Review Fees.....	\$Actual Cost
_____	Outside Consultants or Outsourced Staff Fee....	\$Actual Cost

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. Please see www.morgancountyutah.gov for links to these and other ordinances. Feel free to contact Planning and Development Services if you have trouble navigating county ordinances.