



Smithfield City
 96 S. Main Street
 Smithfield, UT 84335
 (435) 563-6226
www.smithfieldcity.com

Application for a Conditional Use Permit (Non-Subdivision)

Conditional Use Types/Fees (check one)

Type	Fee	Type	Fee
Accessory Apartment ¹	\$200.00	Home Occupation- Child Care/Preschool	\$35.00
CUP Amendment- Commercial	\$75.00	Home Occupation- Disruptive	\$75.00
CUP Amendment- Other	\$25.00	CUP Renewal	\$35.00
Commercial	\$200.00		

Once completed, this form MUST be signed and notarized, or it will not be accepted. Smithfield City has a notary public available, free of charge. Additionally, documents should be submitted for each application according to the attached "Site Plan/Submittal Requirements" chart. Depending on the nature of the project, a building permit may be required.

The following home occupation business/conditional use types require a fire inspection:

- Nail Salon/Hair Salon
- Woodworking
- Preschool/Daycare

Contact the Smithfield Fire Department (435) 563-3056 to arrange an inspection. A copy of the inspection report must be submitted with this application. 24-hours' notice is required before an inspection can be conducted.

OWNER INFORMATION²

Name:	_____
Address:	_____
Phone:	_____
Email:	_____

APPLICANT/AGENT INFORMATION (If Applicable)

Name:	_____
Address:	_____
Phone:	_____
Email:	_____

PARCEL INFORMATION

Address:	_____
Size:	_____ sq ft _____ acres Parcel ID _____ Current Zone: _____
Current Use Of Property:	_____
Other:	_____ (indicate distance to nearest residence)

¹ Only the property owner may apply for an Accessory Apartment CUP

² If Applicant is not the business owner, then this Application must be accompanied by a notarized statement from the Owner consenting to the Applicant/Agent acting on their behalf.

Project Information (attach additional sheets if necessary)

Project Name: _____

Project

Description:

*If this application is amending a CUP, describe the amendment(s)

Days/Hours Of

_____ am/pm - _____ am/pm _____ N/A

Business

Operation

(circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Project

Timetable:

Expected Start Date: _____ Expected Finish Date: _____

Employee

Information:

_____ # of employees on highest employment shift

Alcohol

Information:

Will alcohol be served? ____ Yes ____ No
(If "yes") _____ # of fixed seats _____ distance to nearest school

Noise

Information:

Will there be audible noise outside of the boundaries of the property where the business is located?
____ Yes ____ No

Canal

Information:

Is there a canal crossing the property for which the CUP is being requested? ____ Yes ____ No
(If "yes") Name of the canal/irrigation company: _____

APPLICANT'S AFFIDAVIT

State of Utah)
 :SS
County of Cache)

I, _____ being duly sworn, depose and say that I am the owner/agent of this property involved in this application. The forgoing statements, answers, and information herein contained and other exhibits thoroughly, to the best of my ability, present the argument in my behalf of the application herewith requested, and the statements and information above referred to are, in all respects, true and correct to the best of my knowledge and belief.

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

Notary Public

OFFICE USE ONLY

Date Application Received: _____ Planning Commission Date: _____
Approved: _____ Denied: _____
Conditions: _____

Andrew Soelberg, Planning Commission Chair

Shari Phippen, City Planner

2019 MEETING SCHEDULE

Below is a summary of upcoming Planning Commission Meetings for calendar year 2019 together with the deadline for submittals. All applications and other required items must be complete and submitted to the City Offices by 5:00 p.m. on the dates indicated. It will be your responsibility as the applicant to meet the stated deadlines.

MEETING DATE	Application Deadline For: Preliminary Plat, Final Plat, Intractblock, Re-Zone, Major/Minor Subdivision, Planned Unit Development, Non-Conforming Uses.	Application Deadline For: All other uses (including most CUPs)
August 21	August 1	August 8
September 18	August 29	September 5
October 16	September 26	October 3
November 20	October 31	November 7
December 18	November 26	December 5

Submittal/Site Plan Requirements

The following items are required for site plans and CUP submittals. In no case shall the site plan be on less than 8.5"x11" paper and to a scale no greater than 1"=50'. Please check the appropriate box to indicate the item is included on the site plan and with the submittal.

Child Care/Preschool- Commercial & Home Occupation; Home Occupation- Disruptive
Site Plan Requirements
1. Applicant's Name/Address
2. Scale Used
3. North Arrow
4. Street Name/Number within & adjacent to property
5. Existing & Proposed Buildings & Additions
6. Fences, Landscaping, Parking/Loading Area
7. Dimensions of property and all existing buildings
8. Distances from major features to property lines
9. Explanatory notes
Required Submittals (in addition to Application)
1. Names/mailling addresses of ALL adjacent property owners. This may be found at the Cache County Recorder's Office or by visiting the County Parcel/Zoning Viewer: www.cachecounty.org/gis
2. Full property legal description
3. Covenants/deed restrictions
4. Site Plan
Optional Submittals/ General Information
1. Photographs

	2. Individual statements which may be of assistance to you
	3. History you feel pertinent to your request
	4. Other information you feel would be helpful
	Commercial CUP- Original and Amendment
	Site Plan Requirements
	1. External boundaries of the property including complete dimensions and bearings
	2. Location of adjacent streets with right-of-way widths
	3. Adjacent property owners
	4. Accurately display/dimension the following existing features <ul style="list-style-type: none"> a. Sidewalks, curb and gutter b. Fences c. Irrigation ditches/canals d. Utilities (water, sewer, gas, power, etc) e. Buildings (homes, garage, shed, etc) f. Right-of-ways or easements g. Parking/loading facilities, including stall layout h. Storage areas i. Landscaping
	5. Accurately display/dimension the following proposed features <ul style="list-style-type: none"> a. Access right-of-way and paved roadways b. Sidewalks c. Utilities (water, sewer, power, phone, etc) d. Location of any proposed buildings e. Proposed front/side/rear yard dimensions f. Parking/loading areas, including stall layout g. Fences h. Any major physical features i. Storage Areas j. Landscaping, including types of vegetation
	Required Submittals (in addition to Application)
	1. Names/mailling addresses of ALL adjacent property owners. This may be found at the Cache County Recorder's Office or by visiting the County Parcel/Zoning Viewer: www.cachecounty.org/gis
	2. Full property legal description
	3. Covenants/deed restrictions
	4. Site Plan
	Accessory Apartment
	Site Plan Requirements
	1. Building outline
	2. Property Boundary (include yard/lot dimensions)
	3. Hard surfaced off-street parking spaces 9'x 20' (min. 3) <ul style="list-style-type: none"> a. Parking may not exceed 25% of front/side property line
	4. Floor Plan containing: <ul style="list-style-type: none"> a. Location/size of exits b. Size/location of windows in sleeping areas c. Location of bathroom/kitchen facilities d. Dimensions of sleeping, bathroom & kitchen facilities
	Submittal Requirements (in addition to Application)
	1. A notarized letter stating the owner will occupy one of the dwelling units.
	2. A complete legal description of the property.
	Optional Submittals/ General Information
	1. Anyone purchasing the home with an existing Conditional Use Permit and who wants to continue renting the apartment shall meet all conditions imposed.
	2. New owner(s) shall contact the Utility billing dept. to sign up for two (2) dwelling units.