



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

Application for a Conditional Use Permit (Subdivision)

Application Fees are covered by subdivision application fee

PROPERTY OWNER INFORMATION¹

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

APPLICANT/AGENT INFORMATION (If Applicable)

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

PARCEL INFORMATION

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

Project Information (attach additional sheets if necessary)

Project Name:	_____
Project Description: *If this application is amending a CUP, describe the amendment(s)	_____ _____ _____ _____ _____ _____
Project Timetable:	Expected Start Date: _____ Expected Finish Date: _____
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: _____

¹ If Applicant is not the property owner, then this Application must be accompanied by a notarized statement from the Owner consenting to the Applicant/Agent acting on their behalf.

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 are the 2019 Planning Commission meetings. 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, Intrablock, 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.

		Subdivision CUP
		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. Full property legal description
		2. Covenants/deed restrictions
		3. Site Plan