

**Community Development Department**

P.O. Box 128
60 North Main Street
Coalville, UT 84017
summitcountyutah.gov

CONDITIONAL USE PERMIT/MASTER PLANNED DEVELOPMENT ☐
CONDITIONAL USE PERMIT/MASTER PLANNED DEVELOPMENT AMENDMENT ☐

Snyderville Basin ☐
Eastern Summit County ☐

Please email this application form, along with the documents listed under "Submittal Requirements" to planningapplications@summitcountyutah.gov. You will be contacted for payment after your application has been received.

Applicant Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:
Relationship to Owner: ☐ Agent ☐ Contractor ☐ Architect ☐ Other:	

Property Owner Information

Name:	Phone:
Address:	
City:	State:
Email:	Zip:

Project Description

Project Description/Use:	
Project Address:	
Parcel ID#:	Acres:
Proposed Building SF:	Number of Units:

Fees

	Residential Fee	Non-Residential Fee	Residential Wind Turbine, Solar, or Recycling Facility	Non-Residential Wind Turbine, Solar, or Recycling Facility	Amount Due
Planning Department	\$1,000	\$2,500	\$100	\$500 for first acre or 1,000 sf of disturbed area, and \$100 per additional acre or 1,000 SF. If the parcel is less than one acre, the fee shall be \$500	
Engineering Department	\$750	\$1,250	\$100	\$500 per acre of disturbed land, and \$100 per additional acre. If the development parcel is less than one acre, the fee shall be \$45	
TOTAL AMOUNT DUE					

All application fees must be paid at time of application submittal. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2 per notice; 14-day publication of legal notice in local newspaper – cost of notice) will be billed to the applicant. Notification and publication fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

Owner's Acknowledgement

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination or take other appropriate action.

Owner's Signature / Date

Submittal Requirements

Additional details may be needed to ensure staff have sufficient information for analysis. All information submitted will be available for public review.

- ☐ Site Design Narrative – written explanation of how the project addresses the Master Planned Development design questions (see attached pages)
- ☐ Written description of the proposal (Include details such as hours of operation, number of employees, etc.)
- ☐ Existing conditions plan (*drawn to scale*) – including:
 - ☐ location and dimensions of all property lines
 - ☐ existing easements
 - ☐ existing roads and other public or private rights-of-way
 - ☐ existing ditches, streams, lakes, ponds, or other water bodies
 - ☐ existing structures and their setbacks from all property lines
 - ☐ any other existing conditions not identified above
- ☐ Proposed site plan (*drawn to scale*) - including:
 - ☐ all information from the existing conditions plan, if applicable
 - ☐ existing and proposed contours – for lots one acre or less in size, contours are required for the entire lot – for lots greater than one acre, contours are required 100' on each side of all proposed structures and other areas of disturbance proposed for the lot
 - ☐ identification of proposed structures and their setbacks from all property lines
 - ☐ identification of proposed ingress and egress and parking locations, including a note indicating the proposed number of parking stalls and their size
 - ☐ identification of snow storage areas
 - ☐ any other proposed elements
- ☐ Detailed building plans (*drawn to scale*) - including:
 - ☐ general arrangement of all buildings, including the overall dimensions of significant wall offsets
 - ☐ building cross sections and building elevations, including existing and proposed grade lines, floor levels which include the top of wall/plate height and overall height and pitch of roof
 - ☐ detailed floor plans that identify the use of the buildings and spaces within
 - ☐ roof plan that identifies the proposed materials, mechanical equipment, and significant roof penetrations
 - ☐ identification of all proposed exterior materials
- ☐ Detailed lighting plan (*drawn to scale*)
 - ☐ Snyderville Basin - Please see section 10-4-21 of the [Snyderville Basin Development Code](#).
 - ☐ Eastern Summit County – Please see section 11-6-20 of the [Eastern Summit County Development Code](#).

Master Planned Development Site Design Narrative

1. How does the proposed development interconnect with the surrounding properties, neighborhood, and area – including, but not limited to:
 - * Where will vehicles enter and exit the site?
 - * Where will new streets be developed?
 - * How will pedestrian and bicycle routes (including commuter pathways, trails, and sidewalks) be provided through the project area?

2. Is the location of the proposed development within reasonable proximity (including walking and biking) to community facilities such as schools, retail centers, parks, etc.?

3. How does the proposed development advance the community need for a mix of housing types and affordability?

4. What are the design character objectives for the built environment, including buildings and the public spaces that connect them? How do these design objectives address the local context, climate, and/or community needs?

5. How is the proposed development designed to take advantage of the existing topography, landscape features, trees, wildlife corridors, existing structures, minimize site grading, etc.?

6. How is the proposed development street/circulation system designed to accommodate a variety of transportation modes (where appropriate), easy route finding, and safe speeds?

7. How does the proposed development balance the need for parking with the need to design parking areas in a manner that minimizes visibility, site grading, stormwater runoff, and exterior lighting?

8. What are the proposed development's need(s) for outdoor space, open space, habitat/wildlife areas, parks, or outdoor amenity areas? How does the proposed development address these needs?

9. How does the proposed project address needs for recycling, garbage collection, above ground utility equipment, mail facilities, service and delivery areas, equipment storage, etc.?

10. How does the building/buildings within the development provide good quality internal and external environments for their users, promoting health and welfare? How does the building/buildings relate positively to the private, shared, and public spaces in the area?