



**Community Development Department**

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

**SPECIAL EXCEPTION**

Snyderville Basin   
Eastern Summit County

Please email this application form, along with the documents listed under “Submittal Requirements” to [planningapplications@summitcountyutah.gov](mailto: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: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> 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

### **Application Fee: \$1,000**

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.

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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.

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- Written description of the proposal and any other accompanying documents related to the request
  
- If applicable - Proposed site plan (*drawn to scale*) - including:
  - scale and north arrow
  - location and dimensions of all property lines
  - 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
  
- If applicable - 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