



CONDITIONAL USE APPLICATION

(801) 789-6617 • 1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005 • WWW.EAGLEMOUNTAINCITY.COM

PROJECT INFORMATION		UPDATED: 7/2016
Official Project Name: _____		
Location or address of the proposed conditional use: _____		
Please describe the proposed conditional use: _____		
AUTHORIZED AGENT INFORMATION	PROPERTY OWNER INFORMATION	
Authorized Agent: _____	Property Owner: _____	
Address: _____	Address: _____	
Phone: _____ Cell: _____	Phone: _____ Cell: _____	
E-mail: _____	E-mail: _____	

****IMPORTANT:** Incomplete applications will not be accepted. In order for an application to be deemed complete, all required materials must be submitted with the application, regardless of whether they have been previously submitted to Eagle Mountain City. If any required materials are not applicable to your submittal, you must submit a letter for each required item stating the reason why it is not applicable to your application.**

SUBMITTAL REQUIREMENTS		
<ul style="list-style-type: none"> ▪ 1 digital/electronic PDF copy of all plans & other required materials is required. Please ensure there is only one PDF electronic file for each type of plan; do not separate the individual pages within a set of plans. Please label accordingly. 		
FOR OFFICE USE ONLY		
Date:	Received By:	Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Missing:		
<u>Fees:</u>		
Original Conditional Use: \$500.00	Amendment: \$200.00	Alternative Animal Management Plan: \$25.00
Total Amount Due: _____		Total Amount Paid: _____

APPLICANT CERTIFICATION: I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Eagle Mountain City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Eagle Mountain Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this ordinance. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Signature: _____ Date: _____

Documents to attach to application:

- Conditional Use Application Requirements/Checklist

CONDITIONAL USE APPLICATION REQUIREMENTS/CHECKLIST

- OWNERSHIP AFFIDAVIT:** A document detailing all covenants, grants of easement or other deed restrictions applicable to the site and an ownership affidavit shall be submitted.
- VICINITY MAP:** A vicinity map (which can be included on the site plan) showing the general location of the subject parcel.
- CONTEXT PLAN:** A context plan including the existing features within two hundred (200) feet of the proposed site plan property line. Existing features include, but not limited to, natural drainages, topography, buildings, ingress and egress points, landscaping areas, pedestrian paths, names of surrounding property owners and their respective locations.
- SURVEY:** The survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel
- SITE PLAN:** A site plan is required and must be prepared and stamped by licensed and/or certified professionals.
- LANDSCAPING PLAN:** A landscaping plan prepared and stamped by a licensed landscape architect indicating the location, spacing, types and sizes of landscaping elements, sprinkler system plans and existing trees, showing compliance with the City's off-street parking requirements, the City's design guidelines and policies and the requirements of the appropriate zoning district.
- GRADING, DRAINAGE AND EROSION PLAN:** A grading, drainage and erosion plan shall be submitted. The report shall contain the drainage basin map and a plan view of the overall storm water system. The grading, drainage and erosion plan shall address the following issues: description of features and hydrological conditions, drainage basin and sub-basin, drainage facility design criteria, infrastructure design criteria, grading plan and erosion control. Specifically, the report shall contain at a minimum the following information:
 - The existing roadways, drainage ways, vegetation and hydrological conditions of a ten (10) year twenty-four (24) hour event and a one hundred (100) year twenty-four (24) hour event.
 - The major basin descriptions referencing all major drainage reports such as FEMA, major drainage planning reports or flood insurance maps and the basin characteristics and planned land uses.
 - The sub-basin description showing the historical drainage pattern and off-site drainage patterns both upstream and downstream of the property.
 - A general discussion of how the proposed system conforms to existing drainage patterns and off-site upstream drainage will be collected to protect development.
 - The water quality evaluation showing the water quality shall not be degraded from existing storm water quality including how solids are collected and not allowed to be discharged into downstream waters and how oils and greases are separated from storm water.

- LIGHTING PLAN: A lighting plan which indicates the illumination of all interior areas and immediately adjoining streets, showing the location and direction of lighting at the property lines and the type of lighting proposed.
- ELEVATIONS: Elevations of all buildings, fences and other structures viewed from all sides indicating heights of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed and color of all materials. A letter of approval from the applicable Architectural Review Committee must also be submitted.
- TRAFFIC IMPACT STUDY: A traffic impact study (completed by a professional that is competent in the field of traffic engineering) may be required if it is estimated by the City Engineer that the project could generate trips for any given time period in excess of twenty-five (25) percent of the existing volume of traffic on adjacent street systems or at their professional discretion. Said study shall include, but not be limited to, the following: an analysis of the average daily trips generated by the proposed project, an analysis of the distribution of trips on city street systems and a description of the type of traffic generated.
- SIGN PLAN: A sign plan (if signs are being proposed for the project) shall be submitted. The sign plan shall show the proposed location of on-premise and off-premise directional signs and color graphics showing the proposed sign copy, type of sign and dimensions of signs. Permission from property owners to locate any off-site signs on their property shall be submitted.
- Obtain PLLS Clearance from the Utah County Surveyor Office if there are monuments located on property or if monuments need to be moved by county surveyor.
 - (801) 851-8669 or (801) 851-8671. 2855 South State Street, Provo, UT 84606
- PUBLIC NOTICE FEE: \$1 per mailed notice, calculated and prepared by City Staff, shall be paid in full prior to a Planning Commission Date being assigned.
- FEE: The processing fee of \$500.00 for an original application, \$200.00 for an amended application or \$25.00 for an alternative animal management application shall be paid in full.

ALTERNATIVE ANIMAL MANAGEMENT REQUIREMENTS/CHECKLIST

- SITE PLAN: A site plan that shows the applicant's home, surrounding neighbors' homes, and the area where the animals will be kept.
- PICTURES: Pictures of the applicant's home, yard, and location where the animals will be kept.
- LETTER: A letter from the applicant explaining why he/she feels that they should be allowed to have more animals than permitted by the City Code.
- PUBLIC NOTICE FEE: \$1 per mailed notice, calculated and prepared by City Staff, shall be paid in full prior to a Planning Commission Date being assigned.
- FEE: The processing fee of \$25.00 shall be paid in full.