

Glendale Town Corporation

90 East Center Street, PO Box 220
Glendale, UT 84729
Phone: 435-648-2341

Date of Application _____

APPLICATION FOR CONDITIONAL USE PERMIT

NOTICE: Please complete each statement below. Incomplete applications will not be accepted.

OFFICE USE ONLY

Fee: non-public hearing \$100 / with public hearing \$200

Date Paid: _____ Receipt: _____ Planning Recommendation: _____ Town Approval: _____

Name and Type of Conditional Use Requested: _____

Address of Proposed Conditional Use: _____

Parcel Number(s): _____ Legal Description: Please Attach

Total Area - Acres or Square Feet: _____ Zoning District: _____

Name of Applicant or Authorized Agent(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Name of Owner(s) (if other than applicant): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Name of Owner(s) (if other than applicant): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Reason for Conditional Use: _____

Owner's Signature of Authorization to file: _____

Please Note: It is highly encouraged that the property owner(s) attend the Planning Commission meeting

Purpose of Conditional Use Permits

The purpose of the issuance of a Conditional Use Permit is to allow the proper integration into the Town of Glendale land uses, which may be suitable only in specific locations in a zoning district, or only if such uses are designed, arranged, or conducted on the site in a particular manner.

Application Requirements

Attach to the application all necessary documentation as per the following Checklist. Missing information may be cause for denial of application.

The following items, at a minimum, shall be included with the application for a Conditional Use Permit:

1. A written narrative describing the nature of the conditional use, including information about the proposed use (describe the proposed use, including information such as required parking, hours of operation, expected patrons and/or employees, proposed site improvements, etc.), that also addresses the following issues:
 - (a) The proposed use, at the proposed location, will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience.
 - (b) The proposed use will be located and conducted in a manner in compliance with the goals and policies of the Glendale Town General Plan and the purposes of this code.
 - (c) That the property on which the use, building, or other structure is proposed to be established is of adequate size and dimensions to permit construction of the facilities and the conduct of the use in such a manner that it will not be detrimental to adjoining properties and the area.
2. Submission of a Site Plan that includes all materials necessary for site plan approval.
3. Supporting documentation, maps, pictures, studies and any other information that would allow the Planning Commission to make a well-informed decision.
4. As a courtesy to property owners, all applicants for a Conditional Use Permit shall provide the Town with addresses for each owner of record of each parcel located entirely or partly within three hundred (300) feet from any boundary of the property subject to the application, including any owners of property in unincorporated Kane County. It shall be the sole responsibility of the applicant to verify that the mailing addresses are complete and accurate.

Public Hearings

A conditional use is a land use that, because of its unique characteristics or potential impact on the municipality, surrounding neighbors, or adjacent land uses, may not be compatible in some areas or may be compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts. The Planning Commission may hold a public hearing for conditional use applications if deemed necessary.

Conditions that May Be Imposed By the Planning Commission

In approving a Conditional Use permit the Commission may impose such reasonable conditions or restrictions as it deems necessary to secure the purposes of the Glendale Town General Plan and the Glendale Town Development Code, and to assure operation of the use in a manner compatible with the aesthetics, mass, bulk, and character of existing and potential uses in the general vicinity. The Commission may require guarantees or other evidence that such conditions are being, or will be, met and complied with. These conditions may include, but are not limited:

- a) That the site will be suitably landscaped and maintained and that the design, setbacks, fences, walls, and buffers of all buildings and other structures are adequate to protect property and preserve and/or enhance the appearance and character of the area.
- b) That all buildings or other structures are architecturally attractive and add to the quality of the area.
- c) Provision of parking facilities, including vehicular ingress and egress and surfacing of parking areas and driveways to specified standards.
- d) Street and highway dedication and improvements, including sidewalks, curbs and gutters.
- e) Water supply and fire protection.
- f) The mitigation of nuisance factors (such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, glare, etc.).
- g) The regulation of operating hours for activities affecting normal neighborhood schedules and functions.
- h) Regulation of signs.
- i) Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.
- j) Provisions for a guarantee, bond or other surety that the proposed conditional use will be maintained and operated in compliance with all approval conditions and requirements.
- k) Such other conditions determined necessary by the Commission to allow the establishment and operation of the proposed conditional use in an orderly and efficient manner and in compliance with all elements of the General Plan, and the intent and purpose of the Development Code.

Effective Time Period of Approval

The approval of a conditional use shall be effective for a period of one (1) year from the date of Town approval, at the end of which time the applicant must have established the conditional use. If the conditional use is not established or does not obtain a building permit and commence construction or does not obtain a business license within the one (1) year period, the conditional use permit shall be void, and the applicant shall be required to submit a new application for review and approval subject to the then existing provisions of this Code and the General Plan.

Conditional Use Permit Issuance

Following the approval of the conditional use permit by the Town Board, the permit will be issued in a letter to the applicant. The letter will state the conditions of permit approval. This document should be retained in the records of the property owner or applicant. All conditions outlined in the permit must be maintained in order for the permit to remain valid and in effect.

Owner / Agent Certification (please read and sign before application submittal)

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Glendale Town may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, Town Council or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof. **I fully understand that I am responsible for the payment of any back taxes and declare that I am responsible for all fees incurred.**

Owner or Agent Signature: _____ Date: _____

IMPORTANT: Your application cannot be processed until determined complete. An application shall be considered complete when all applicable fees are paid and all items listed herewith are provided or considered not applicable. All application fees are non-refundable.

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my (our) knowledge.

Owner's Signature: _____

Owner's Signature (co-owner if any): _____

STATE OF UTAH)
)
) ss.
County of Kane)

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

S
E
A
L

Notary Public

Residing in _____
My Commission Expires on _____

Agent Authorization

I (we) _____, the owner(s) of the real property located at _____, in Glendale Town, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any Town Board and/or Planning Commission considering this application.

Owner's Signature: _____

Owner's Signature (co-owner if any): _____

STATE OF UTAH)
)
) ss.
County of Kane)

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

S
E
A
L

Notary Public

Residing in _____
My Commission Expires on _____

Glendale Town Corporation

90 East Center Street, PO Box 220
Glendale, UT 84729
Phone: 435-648-2341

Date of Application _____

VACATION/SHORT TERM RENTAL CONDITIONAL USE APPLICATION

NOTICE: Please complete each statement below. Incomplete applications will not be accepted.

Property Owner Information

Owner Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Home/Work Phone: _____ Cell Phone: _____

Email Address: _____

Type of Ownership: Individual(s) ____ Partnership ____ Trust ____ LLC ____ Other: _____

*A list of all corporate officers or partners must be included. This list must include name, home address, and phone number.

Management Information

Type of Rental Management: Owner Only ____ Owner and Rental Agent ____ Rental Agent Only ____

Rental Agent Individual/Company: _____

Contact Name: _____ Phone: _____

Maintenance Contact Name: _____ Phone: _____

Emergency Contact

Contact Name: _____ Phone: _____

Contact Name: _____ Phone: _____

Rental Property Information

Rental Property Address: _____

Utah State Sales Tax ID Number: _____

*11-digit number Example 12345678-003-STC

Assessor's Parcel Number: _____ Dwellings Approximate Square Footage: _____

Number of Bedrooms: _____ Number of Bathrooms: _____

Maximum Number of Occupants: _____ Number of On-Site Parking Spaces: _____

*Glendale Town requires a minimum of 2 on-site parking spaces.

I certify that all information contained herein is accurate, to the best of my knowledge. I certify that I have read, understand, and will comply with the vacation/short term rental regulations listed in the Glendale Town Zoning Ordinance. I certify that this transient lodging facility meets all local and state regulations and building code requirements. I acknowledge that I will post the notice required in this vacation/short term rental. I acknowledge that prior to using this property as a vacation/short term rental I must obtain all pertinent inspections, approvals, and pay all fees due. I acknowledge that Glendale Town or designated authority has the right to inspect this property. I will notify Glendale Town of any changes to the property owner, management, or rental property information listed on this form. I understand I must keep my Glendale Town Business License current and that change of ownership is non-transferrable.

Signature of Property Owner: _____ **Date:** _____**OFFICE USE ONLY**

Date Paid: _____ Receipt: _____ Account: _____ Planning Recommendation: _____ Town Approval: _____

Business License Application

NAME OF

BUSINESS _____ Date _____

Name of Applicant _____
(Give name of individuals. If partnership or corporation, state applicant's position)

Address at which Business will be
conducted _____ phone _____

Mailing address of applicant _____ City _____ phone _____

Type of Business/ Profession _____

Does Applicant sell beer or other alcohol. Please provide proof that appropriate state and local license is valid.

Does Applicant own the property where Business is located? _____ Rent _____

Is Applicant sole owner of the Business? _____ If not, please list names and addresses of other owners, (or if corporation or partnership, list other officers or partners). _____

Date of commencing business in Glendale: _____

UTAH STATE SALES TAX ID# **REQUIRED** _____

Average number of employees _____

LICENSE FEE PAYABLE

GENERAL BUSINESS LICENSE FEE IS **\$50.00 \$25.00 (depending on type)** PER FISCAL YEAR. Beer License please talk to Planning and Zoning

Total paid: _____ Date paid: _____ check# _____

I understand that falsifying any information on this application constitutes sufficient cause for rejection of my application or revocation of my license. I also understand that the Glendale Town Council may require additional information as permitted by the Ordinance, and I agree to supply the same upon request as part of this application.

Signature _____ Date _____

****please do not include business license fee on utility payment. Thank you**