CONDITIONAL (C-1 / C-2) USE APPLICATION PACKET

Thank you for your interest in submitting a conditional use application. The following packet will provide general information regarding the process for seeking approval from the City's relevant land use authority regarding a conditional (C-1 or C-2) use.

For questions regarding any of the information listed in this packet please contact us at **danderson@richfieldcity.com** or give us a call at **(435) 896-6439**.

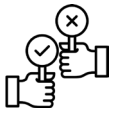
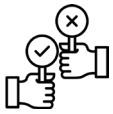
PURPOSE AND INTENT OF PROCESS	**References: 17.12**
A conditional (C-1 or C-2) use is a land use which, because of its unique characteristics or potential impact(s), may or may not be compatible within a certain zoning district. Those particular land uses, which may only be compatible if certain conditions are required which mitigate/eliminate their negative impacts, are listed on Table 31-1 Table of Uses for Residential Zoning Districts and Table 31-2 Table of Uses for Non-Residential Districts of the City's Code with either a "C-1" or "C-2" designation.	

REQUIREMENTS	**References: 17.12.070**
(1) 36" x 24" Paper Copy + (2) 11" x 17" Paper Copies of a site plan for the subject property, identifying the location of all proposed uses, buildings and structures, drawn to scale as required by the Zoning Administrator shall be submitted which includes the following:	
☐	The location and dimensions of the property boundaries and all proposed uses, buildings and structures, and all existing buildings or structures located on the Subject Property, and existing buildings located within one-hundred feet (100') of the Subject Property.
☐	The setback requirements, as required by the Zoning District for the proposed uses, buildings, and structures in which the Subject Property is located, and the exterior dimensions of all proposed buildings and structures.
☐	The location of all roads and streets serving the Subject Property, or proposed to serve the Subject Property, and including any permits or authorizations, as required by the City, Sevier County or the Utah Department of Transportation (UDOT), as applicable.
☐	The location and dimensions of all existing and proposed ingress and egress points and off-street parking and loading areas.
☐	All public and private rights-of-way and easements located on, or adjacent to the Subject Property, proposed to be continued, created, relocated, or abandoned shall be show. Every existing right-of-way and easement grant of record for underground facilities, as defined by Section 54-8a-2 Utah Code Annotated, 1953, as amended, and for all other utility facilities, and all proposed rights-of-way and easement grants of record for utility facilities shall be shown.
☐	The location of all existing or proposed fences and walls, identifying height and fencing materials, and complying with the requirements for Fences and Walls, as provided by 17.15 herein.
☐	Site landscape plan(s) shall be provided, identifying all proposed landscape, screening and buffering features, including all proposed plant materials, including their locations and sizes.
☐	**Site and Building Signage Plans.** Information and plans shall be provided identifying all proposed site and building signage including the design, height, size, materials, and colors of all building and site signs.

☐	**Site and Building Lighting Plans.** Information and plans shall be provided identifying all proposed site and building lighting identifying the type, design, location, intensity, height, and direction of all site and building lighting.
☐	**Mechanical Equipment and Solid Waste Facilities.** The location of all associated mechanical and ancillary equipment, if any, shall be provided, including any screening treatments proposed. The location and dimensions of all proposed solid waste collection areas and storage areas, including the proposed method of screening shall be identified.
☐	Additional plans and drawings requested by the Zoning Administrator as determined necessary to determine compliance or non-compliance with this Ordinance, and other Land Use Ordinances and requirements of the City, including all adopted Building Codes.
☐	**Required Subject Property Information**. Located on the Site and Building Plan sheet(s), or on separate sheets, as may be proposed by the Applicant, or as required by the Zoning Administrator for readability, the following information shall be provided: 1. The identification of known natural features including, but not limited to, jurisdictional wetlands, as identified by the United States Army Corps of Engineers, areas of slope exceeding ten percent (10%) grade, floodplains and flood channels, as identified by a Federal or State Agency, all water courses, areas where groundwater is located within three (3) feet of the ground surface, water bodies, marshy or swampy areas, drainage ways, and any other natural features, as required by the Zoning Administrator or City Engineer for the Subject Property, including the total area of each. 2. The location of any known man-made features on, or contiguous to the Subject Property, including existing platted lots, all utility easements, railroads, power lines and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, road rights-of-way and easements, field drains, and well or spring protection areas. 3. The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all secondary water locations, as required by the City Engineer, as applicable, overlaid with the proposed subdivision layout plan. 4. The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants. 5. The location of all existing and proposed streetlights identifying the location, type, height, and light output of all existing and proposed street lights. 6. The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings.
☐	**Preliminary Grading Plan.** For all Subject Properties of one (1) acre or larger, a preliminary grading plan shall be provided indicated by solid-line contours, using two (2) foot intervals, imposed on dashed line contours, also using two (2) foot) intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately-level, topography one (1) foot contour intervals may be required by the Zoning Administrator or City Engineer.
☐	**Preliminary Erosion Control Plan.** When required by the Zoning Administrator or City Engineer, a Preliminary Erosion Control Plan shall be provided and included with the C-2 Application.
☐	**Preliminary Easement Plan.** A Preliminary Easement Plan, identifying the location, size, and use of all existing and proposed easements.

☐	**Evidence of Availability of Necessary Services.** The following information is required to be presented as part of the C-1 or C-2 Use Application, necessary to establish the availability of the required services to the Subject Property. 1. **Culinary Water Requirements.** The City Engineer is hereby designated as the Culinary Water Authority for the City. The City Engineer shall review the proposed culinary water system, and shall provide a written approval to the feasibility of the proposed culinary water system and all culinary water sources for the proposed subdivision to the Commission. It shall be the responsibility of the Applicant to provide all information and materials, as required by the City Engineer, necessary to review and provide a written approval of the feasibility of the proposed culinary water system and culinary water sources. 2. **Sanitary Sewer Requirements.** The City Engineer is hereby designated as the Sanitary Sewer Authority for the City. The City Engineer shall review the proposed sanitary sewer system and shall provide a written approval to the feasibility of the proposed sanitary sewer system for the proposed subdivision to the Commission. It shall be the responsibility of the Applicant to provide information and materials, as required by the City Engineer necessary to review and provide a written approval of the feasibility of the proposed sanitary sewer system. 3. **Roads And Streets.** All proposed roads and streets shall be designed as required by the "Richfield City Development and Construction Standards" including the installation of all required curb, gutter, sidewalk, and other street improvements. The City Engineer shall review the proposed street and road designs for compliance with the requirements of the City and provide a written recommendation to the Commission. If the Subject Property will be accessed directly from a State Highway, an appropriate access permit, as required by the State of Utah Department of Transportation, shall be provided. If the Subject Property will be accessed directly from a County Road, an appropriate access permit, or other authorization, as required by Sevier County shall be provided. It shall be the responsibility of the Applicant to provide information and materials, as required by the City Engineer, necessary to review and provide a written recommendation of the proposed road and street system and designs. 4. **Storm Drainage And Flood Control Facilities.** The C-1 or C-2 Use Application shall identify the storm drainage and flood control system. The proposed storm drainage and flood control system shall make provision for the continuation of existing facilities, as required by the Commission. All storm drainage and flood control system facilities shall be designed as required by the Richfield City Development and Construction Standards. The City Engineer shall review the proposed storm drainage and flood control system for compliance with the requirements of the City and shall provide a written recommendation to the Commission. It shall be the responsibility of the Applicant to provide information and materials, as required by the City Engineer, necessary to review and provide a written recommendation of the proposed storm drainage and flood control system. 5. **Fire Protection, Suppression, And Access Facilities.** The C-1 or C-2 Use Application shall identify the proposed fire protection, fire suppression, and fire access facilities. Proposed fire protection, fire suppression, and fire access facilities shall make provision for the continuation of existing facilities, as required by the Commission. All fire protection, fire suppression, and fire access facilities shall be designed as required by the Richfield City Development and Construction Standards. The City shall review the proposed

	fire protection, fire suppression, and fire access facilities for compliance and shall provide a written recommendation to the Commission. It shall be the responsibility of the Applicant to provide information and materials, as required by the City, necessary to review and provide a written recommendation of the proposed fire protection, fire suppression, and fire access facilities. 6. **Special Service District Or Special Service Area.** If the Subject Property is located within the boundaries of a Special Service District or a Special Service Area, a written recommendation from the governing board of such District or Area shall be provided with the C-1 or C-1 Use Application, which recommendation may identify any potential impacts resulting from the proposed use.
☐	**Building Plans.** Building plans and drawings shall be provided, as required, to meet the adopted Building Codes. The exterior elevations of every side of all proposed buildings and structures shall be provided, clearly showing proposed building materials and colors proposed for all exterior building facades. This information shall include a proposed building materials and colors board including color chips and material samples.
☐	**Construction Plans.** Information shall be provided identifying the phases of construction, a construction schedule, and a list of all permits necessary for the proposed use(s), as applicable.
☐	A narrative, accompanied by necessary tables and other information, describing the proposed Conditional Use, to assist the Zoning Administrator, City Staff, Commission and Council in reviewing the Application identifying the following: 1. A calculation, identifying all pervious and impervious areas. 2. A description of all proposed uses and buildings, including the total site area and building square footage, by building. 3. Geotechnical report prepared by a licensed engineer in the State of Utah, if applicable. 4. Projected traffic trips associated with the proposed Conditional Use. 5. Plans for dust control in accordance with State and Environmental Protection Agency (EPA) standards. 6. For properties located within one-half (1/2) mile of the airport, an avigation agreement and documentation that Form 7460-1 has been filed with the Federal Aviation Administration (FAA).

REVIEW PROCESS: C-1 USES			References: 17.12.040
APPLICATION RECEIVED Application is submitted and pre-screened to ensure submittal requirements are met and fees are paid.	**DETERMINATION OF COMPLETENESS** Application reviewed/deemed complete by Zoning Administrator. ***Note:*** *If incomplete, a list of missing information to submit will be provided*.	**REVIEW BY CITY STAFF** Application is distributed to City Staff for review and City Staff recommends to the Planning Commission approval, approval with modification, or denial of the application.	 **REVIEW/DECISION BY LAND USE AUTHORITY** Public notice is given. The Planning Commission holds a public meeting to review the application and make a final decision to approve, approve with conditions, or deny the application.
REVIEW PROCESS: C-2 USES			**References: 17.12.040**
APPLICATION RECEIVED Application is submitted and pre-screened to ensure submittal requirements are met and fees are paid.	**DETERMINATION OF COMPLETENESS / REVIEW BY CITY STAFF** Application reviewed/deemed complete by Zoning Administrator. ***Note:*** *If incomplete, a list of missing information to submit will be provided*. Application is distributed to City Staff for review and City Staff recommends to the Planning Commission approval, approval with modification, or denial of the application.	**REVIEW BY RECOMMENDING BODY** Public notice is given. The Planning Commission holds a public meeting to review/recommend to the City Council approval, approval with modification, or denial.	 **REVIEW/DECISION BY LAND USE AUTHORITY** Public notice is given. The City Council holds a public meeting to review the Planning Commission's recommendation before making a final decision.
IMPORTANT NOTES			**References: 17.12.090 / 17.12.080**
A C-1 or C-2 Use Application shall be approved by the Planning Commission or City Council, as applicable, if reasonable conditions are proposed, or can be imposed by the Commission or Council, to mitigate the reasonably anticipated detrimental effects of the proposed Conditional Use in accordance with applicable standards. Such reasonable conditions and applicable standards may relate to the location, construction, maintenance, operation, site planning,			

building architecture, traffic management and control, hours of operation, and other items of the proposed Conditional Use, and deemed reasonable by the Commission or Council.

The Commission for C-1 Use Applications and the Council for C-2 Use Applications may impose reasonable conditions related to any of the following uses, site planning, or building items, necessary to mitigate the reasonably anticipated detrimental effects of the proposed Conditional Use:

1. Size, configuration, and location and design of the site plan.
2. Site ingress and egress to existing and proposed roads and streets.
3. The provision of public facilities and amenities, including, but not limited to roads and streets, culinary water, sanitary sewer, storm drainage, public safety, fire protection, parks, and other infrastructure and services.
4. The location and amount of off-street parking and loading areas.
5. Site circulation pattern for vehicular and pedestrian traffic.
6. Building size and location, building design and exterior building features, building materials, building lighting, building colors, and other building architecture items.
7. The location and design of all site features, including proposed signage, lighting, and refuse collection.
8. The provision of usable open space, public features, and recreational amenities.
9. The provision of public access.
10. Fencing, screening and landscape treatments and other features designed to increase the attractiveness of the site and protect adjoining property owners from noise and visual impacts.
11. Measures directed at minimizing or eliminating potential nuisance factors including, but not limited to noise, vibrations, smoke, dust, dirt, odors, gasses, noxious matter, heat, glare, electromagnetic disturbances, and radiation.
12. Measures designed to protect the natural features of the site, including but not limited to, wetlands and drainage ways, groundwater protection, cut and fill limitations, wildlife habitat and historic and archeological site protection and other natural site features.
13. The regulation of operating hours for activities affecting normal schedules and functions.
14. Identifying a time for regular review and monitoring, as determined necessary, to ensure the Conditional Use continues to operate in compliance with all conditions of approval.
15. Such other reasonable conditions determined necessary to allow the operation of the proposed Conditional Use, at the proposed location in compliance with all requirements of this Ordinance, as adopted, and all other Land Use Ordinances and requirements of the City, as applicable.

Approval of a C-1 or a C-2 Use shall not be deemed an approval of any other application, license, or permit.

APPEAL OF DECISIONS

Any person(s) aggrieved by a decision of the City Council regarding a conditional (C-1 or C-2) use may appeal the decision as provided in 17.21 of the City's Code.

CONSULTATION

If you have questions regarding the City's application process or its regulations, please contact the Zoning Administrator at **danderson@richfieldcity.com** or give us a call at **(435) 896-6439**.

CONDITIONAL (C-1 / C-2) APPLICATION

IMPORTANT INFORMATION		
 CONSULTATION Available prior to submission. For questions, e-mail us at: **danderson@richfieldcity.com**	 **SUBMISSION** Submit complete application to Zoning Administrator at: **75 E Center Street, Richfield, UT 84701**	 **REQUIRED FEES** ***Note:*** *Fee is not required.*

APPLICANT INFORMATION	
Project/Plat Name:	
Address Of Subject Property:	
Name Of Applicant(s):	**Phone:**
	( )
Mailing Address:	**E-Mail Address:**
Applicant's Interest In Subject Property: *(**Note:** * Requires Owner's Consent)*	**If Other, Please Describe:**
☐Owner ☐Engineer* ☐Contractor* ☐Other*	

Application Type:	Zoning District Of Subject Property:	Description Of Proposed Use:
☐Conditional (C-1) Use ☐Conditional (C-2) Use		

OFFICE USE	
Received By:	**Date Received:**
Review/Approval Date:	**Conditions (If Any):**

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY CITY STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the City are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the City's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:	**E-Mail Address:**
Signature:	**Date:**

LEGAL PROPERTY OWNER'S CONSENT

Note: *If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.*

Affirmation Of Sufficient Interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name Of Legal Property Owner:	**Legal Description/Parcel Number:**
Mailing Address:	**E-Mail Address:**
Signature:	**Date:**

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.