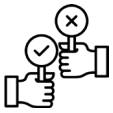
TEMPORARY (T) AND SEASONAL (S) USE APPLICATION PACKET

Thank you for your interest in submitting a Temporary (T) or Seasonal (S) Use application. The following packet will provide general information regarding the process for seeking approval from the City's relevant land use authority regarding Temporary (T) or Seasonal (S) Uses.

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: 17.10**
A Temporary (T) or Seasonal (S) Use is a land use which, because of its unique characteristics or potential impact(s), may be such that certain use and location requirements may be necessary to protect adjacent properties and the general health, safety, and welfare of the City. Those particular land uses 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 "T" or "S" designation. All requests to establish a Temporary (T) or Seasonal (S) Use may be approved by the Zoning Administrator, with or without requirements, with findings that the use(s) will be conducted in compliance with all requirements of the City's ordinances, including the zoning ordinance.	

REQUIREMENTS	**References: 17.10.070**
(1) 11" x 17" Size Paper Copy of a site plan for the subject property, identifying the location of all proposed uses and drawn at a scale as required by the Zoning Administrator, identifying the following:	
☐	The location and dimension of the property boundaries and all proposed uses, and all existing buildings or structures located on the property.
☐	The setback requirements, as required by the Zoning District in which the Subject Property is located.
☐	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 dimension of all existing and proposed ingress and egress points and off-street parking areas.
☐	All public and private rights-of-way and easements located on, or adjacent to the Subject Property, shall be shown.
☐	The location of all existing fences and walls shall be shown.

REVIEW PROCESS		References: 17.10.060	
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 Zoning Administrator approval, approval with modification, or denial of the application.	 **REVIEW/DECISION BY LAND USE AUTHORITY** The Zoning Administrator reviews the application and makes a final decision to approve, approve with conditions, or deny the application.

IMPORTANT NOTES	References: 17.10.100 / 17.10.130 / 17.10.140

1. All family reunions and family gatherings are exempt from the requirements of Chapter 17.10.
2. No Temporary (T) or Seasonal (S) Use Applications shall be amended. If an amendment is required by the Applicant, a new Temporary (T) or Seasonal (S) Use Application shall be required to be filed in the Office of the City Recorder and approved by the Zoning Administrator.
3. The continuing validity of a Temporary (T) or Seasonal (S) Use Application approval is conditioned upon the Applicant proceeding, after approval by the Zoning Administrator, to implement the approval with reasonable diligence.
4. Approval of either a Temporary (T) Use Application shall be effective for a period of forty-five (45) calendar days and a Seasonal (S) Use Application shall be effective for a period of ninety (90) calendar days from the date of Application approval, at the end of which time the Applicant shall have proceeded to implement the Temporary (T) Use Application approval or Seasonal (S) Use Application approval.
5. If the Temporary (T) or Seasonal (S) Use Application approval is not commenced within thirty (30) calendar days, from the date of approval by the Zoning Administrator, the approval shall expire and shall be rendered void.

APPEAL OF DECISIONS

Any person(s) aggrieved by a decision of the Zoning Administrator regarding a Temporary (T) or Seasonal (S) 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**.

TEMPORARY (T) OR SEASONAL (S) USE 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:
☐Temporary (T) Use ☐Seasonal (S) 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.