

**APPLICATION FOR CONDITIONAL USE TO PLANNING COMMISSION
INFORMATION SHEET**

REQUIRED DATA:

1. **Application Form** – This application shall be completed and notarized. It must be returned to the Bear Lake Regional Commission office ten (10) days prior to the Rich County Planning & Zoning meeting. The Rich County Planning & Zoning meeting is consistently held the last Thursday of each month.
2. **Filing Fee - \$200.00** (Non-refundable) The fee shall accompany each application. Make checks payable to: **Rich County Clerk.**
3. **Photographs** – Two photographs of the subject property shall be submitted for identification purposes, if needed to adequately explain the proposed variance. The picture should be of adequate size to illustrate the nature of the property, but not over 8 ½” x 11”.
4. **Covenants & Deed Restrictions** – If there are any covenants or deed restrictions in effect relative to the subject property, please attach a copy.
5. **Property Owners** – (Owners Names & Addresses) A list of names and the mailing address for owners of property within 300 feet from the outer boundary of the subject property shall be submitted.

Note: This includes property owners across streets and in the rear of the subject property.

The names of the property owners should be obtained as follows:

- a) Contact Debbie Ames, Rich County Recorder, 435-793-2005.
 - b) Give her information pertinent to the property addressed in this conditional use permit.
 - c) Debbie Ames then compiles the list of 300 feet adjacent property owners, e-mails this list to Rich County Planning & Zoning staff who then complete this procedure by notifying the adjacent property owners by letter.
6. **Plot Plans** – Two plot plans shall be submitted drawn to the following specifications:
 - a) Plans submitted shall be black or blue line prints; or drawn eligible on good quality paper.
 - b) Plans must have enough detail to show clearly the problem and nature of the request. Any information which will clarify the situation should be entered on the plan.

- c) Plans shall be drawn large enough to show necessary details.
 - 1) Note of scale used.
 - 2) Direction of North (North point).
 - 3) Street names and numbers
 - 4) Existing buildings and proposed buildings and features.
 - 5) Complete dimensions.
 - 6) Necessary explanatory notes.
 - 7) Name and address of applicant.

In cases where problems or requests concern only a portion of a large tract of land, show only that portion of property involved at an appropriate scale for details and dimensions. Give enough information, however, to show relationship to adjoining properties and streets.

PROCESSING PROCEDURE

1. The Planning Commission will review the application in the field.
2. The applicant and all other interested parties will be invited to attend the Planning Commission meeting.
3. The Planning Commission will take final action. The applicant will be notified of the Planning Commission action.

Please note that the Planning Commission review is only for the conditional use of the property. A building permit must be obtained from the Rich County Building Inspector subject to the regulations of the County. Also, an appeal period of ten days is provided in the Zoning Ordinance wherein any citizen may appeal the decision of the Planning Commission to the Board of Commissioners. Any permits or authorizations issued during this appeal period will be subject to any appeal actions taken by the Board of Commissioners.

Also, please note that unless there is substantial action under a conditional use permit within a maximum period of one (1) year of its issuance, said permit shall expire. The Planning Commission shall determine the duration of Conditional Use Permits and may grant extensions as deemed in the public interest.

Please mail this Conditional Use Application to;

Bear Lake Regional Commission
 PO Box 472
 Garden City, UT 84028
 435-946-2198 or 208-945-2333 (Office)
 435-946-2205 (Fax)

APPLICATION FOR CONDITIONAL USE PERMIT

FOR OFFICE USE ONLY:

<input type="checkbox"/> Plot Plans Attached	Application No. _____
<input type="checkbox"/> Photos Attached	Receipt No. _____
<input type="checkbox"/> Legal Description	Zone _____
<input type="checkbox"/> Property Owners List	Date _____

Applicant's Name: _____ Agent's Name: _____

Address _____ Address _____

Telephone _____ Telephone _____

Property Address and/or Legal Description: _____

Nature of Request: _____

Answer to the Following questions must be complete and in detail:

1. Why is the proposed use necessary or desirable at this particular location? Explain how the proposed use will provide a service or facility which will contribute to the general well being of the neighborhood or community.

2. Explain how the proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.

APPLICANT'S AFFIDAVIT

State of Utah)
 :
County of Rich)

I, _____, being duly sworn, depose and say that I am the owner of the
(Print or type Name in Full)
property involved in this application. The foregoing statements and answers herein contained
and the answers in the attached plans and other exhibits thoroughly, to the best of my ability,
present the argument in behalf of the application herewith requested, and the statements and
information above referred to are, in all respects, true and correct to the best of my knowledge
and belief.

Signed _____

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

Notary Public

My Commission Expires:
