



APPLICATION FOR CONDITIONAL USE PERMIT

(Chapter 9 - Lehi City Development Code)

Fee: \$300

Name of Conditional Use Requested: _____

Proposed Use: _____

Address of Proposed Conditional Use: _____

Name of Applicant or Authorized Agent(s): _____

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

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

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

(if more than one owner, attach additional information for each owner to this application)

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

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Owner's Signature of Authorization to file: _____

(if more than one owner, attach the signature of each owner to this application)

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

APPLICATION SUBMITTAL PROCEDURES

- (1) _____ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) _____ The applicant shall create an account and submit all required information electronically through the following link <https://www.lehi-ut.gov/government/public-meetings/planning/applications/>, including:
 - (a) _____ the completed application and all other required information from the checklist outlined below.
- (3) _____ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) _____ The applicant shall provide stamped, addressed #10 business envelopes for all property owners within 300 feet, including a mailing list. (Envelopes can be submitted at first DRC review)
 The names and addresses for the most recently available Utah County tax assessment records can be found by using the following link <https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by **noon on Wednesday** (a week before the meeting). ***The DRC agenda is sent out Monday on the week of your DRC review.***

APPLICATION REQUIREMENTS

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

- (1) _____ A written narrative describing the conditional use including the following:
 - (a) _____ Describe the proposed use, including information such as required parking, hours of operation, expected patrons and/or employees, proposed site improvements, and any other relevant information.
 - (b) _____ List any potential negative impacts to surrounding property owners, properties, and the public right of way, and include any mitigation measures outlined in the plan.
- (2) _____ If applicable, submission of a Site Plan Application 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.

Full information regarding Conditional Uses can be found in [Chapter 9 of the Lehi City Development Code](#).

Effective Time Period of Approval

The approval of a conditional use shall be effective for a period of two (2) years from the date of City approval, at the end of which time the applicant must have established the conditional use. If the conditional use is not established within the two (2) 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 the Development Code and the General Plan.

Applicant(s)/Owner(s) Certification

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City 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. I (we) 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.

Applicant’s Signature _____, Title _____ Date _____

CONDITIONAL USE PERMIT APPROVAL PROCESS

