



APPLICATION FOR CONDITIONAL USE PERMIT APPROVAL
(Chapter 9 - Lehi City Development Code)

For Office Use Only

File #: _____ Application Date: _____ Receipt #: _____ Planner: _____

Fee: \$300

Name and Type of Conditional Use Requested: _____

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.

Purpose of Conditional Use Permit

The purpose of the issuance of a Conditional Use Permit is to allow the proper integration into the City of Lehi of 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 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://talktomycity.com/create> (Agency Code Leh02), 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. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. 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). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

Application Requirements

Please read the applicable sections of the Lehi City Development Code in detail before submitting any type of project application. 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 Lehi City 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 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.

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 Lehi City General Plan and the Lehi City 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, electromagnetic disturbances and radiation.
- g) The regulation of operating hours for activities affecting normal neighborhood schedules and functions.
- h) Regulation of signs.
- i) 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.
- j) 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 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 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.

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

