

Iron County “ADMINISTRATIVE LAND USE PERMIT” Application Checklist

Applicant Name: _____

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|---|
| For Office Use Submittal Date: _____ |
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Proposed Use Requested: _____
(See Iron County Code Section 17.20.010 – Use Definitions)

1. Required Submittals.

A. _____ General Land Use Application

- 1) _____ **Application Fee** (\$250.00 non-refundable filing fee)
- 2) _____ **Affidavit** of Legal Interest completed by the legal owner of record
- 3) _____ An “Administrative Land Use Permit” **Checklist** (submittals section completed)
- 4) _____ **Digital** copy of **Maps & Legal Description**
- 5) _____ Any other **supporting documentation** that may be required or will assist in review and permitting. _____

B. _____ A detailed **site plan** showing all details of the proposal—include property lines, easements, existing and future building location(s) and dimensions, parking areas, driveways, landscaping areas, critical area features, fences, signs, stormwater control features, existing wells and drainfields, springs, ditches, flood channels, livestock trails, fire hydrants, significant cut or fill areas, etc., and all streets identified with numbers or addresses, all rights-of-way, and utilities.

C. _____ A **detailed description of the proposed use** outlining all activities that are not clearly depicted on the site plan. For example: proposed hours of operation, types of activities conducted, number of employees, type of construction, type and amount of traffic generated, anticipated water needs, proposed sewage disposal method, waste disposal methods, etc.. Also include a statement indicating why the proposed use will not be unduly detrimental or injurious to property or improvements in the vicinity, and will not be detrimental to the public health, safety, or general welfare.

D. _____ A detailed location/**vicinity map**.

E. _____ A simple **building plan**, if applicable.

F. _____ A **map** showing the layout of **adjoining property owners** in relation to the subject property.

G. _____ The names and **mailing addresses** of the owners of record of the surrounding properties.

H. _____ Copy of Property Deeds

- 1) _____ Current deeds
- 2) _____ Prior recorded deeds, if necessary, to show a legal lot of record existed prior to Aug 14, 2000 (or created through an approved subdivision process)

I. _____ **Any other supporting documentation** the applicant/owner, county staff, or planning commission deems helpful to determine compliance with all applicable ordinances, such as: traffic analysis report, geotechnical studies, etc.; and whether the proposal will be compatible with other uses permitted in the area. _____

2. Review of application.

A. Considerations (See Section 17.38.030 (A)(1-7).

- 1) _____ The use is **necessary or desirable** to contribute to the community well-being.
- 2) _____ The use will **comply with the regulations** and conditions in this title.
- 3) _____ The use will **conform to the goals, policies, and governing principles** of the LMC.
- 4) _____ The proposed use will be **compatible with the character** of the site, adjacent properties, and surrounding neighborhoods.

- 5) **Adequate utilities and infrastructure**, transportation access, drainage, parking and loading space, lighting, screening, landscaping and open space, fire protection, and safe and convenient pedestrian and vehicular circulation are available or may be provided.
- 6) Such use shall **not be detrimental** to the health, safety, or general welfare.
 A proposed use shall be considered detrimental:
 - a. If it will cause unreasonable risks to the safety of persons or property because of vehicular traffic or parking, large gatherings of people, or other causes;
 - b. If it will unreasonably interfere with the lawful use of surrounding property; or
 - c. If it will create a need for essential municipal services not met.

B. Mitigation Measures:

The zoning administrator may impose requirements and mitigation measures to assure compatibility with the character of uses in the neighborhood, for the protection of adjacent properties/public interests. These measures may include:

- 1) The site be **suitably landscaped** such that the design, setbacks, fences, walls and buffers of all buildings and structures protect property and preserve and enhance the appearance and character of the neighborhood.
- 2) That all **buildings** or other structures are **designed** to add to the quality of the area.
- 3) **Parking facilities**, including vehicular ingress and egress, loading and unloading areas and the surfacing of parking areas and driveways to appropriate standards.
- 4) Required and adequate **water** supply, **sewage** disposal and **fire** protection.
- 5) Mitigation of **nuisance factors**, such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, glare, electro-magnetic disturbances and radiation.
- 6) **Operating hours** for activities affecting normal schedules and functions.
- 7) Such **other measures** necessary to allow the use in an orderly and efficient manner and in compliance with the intent and purposes of the land management code.

3. ALUP approval—Procedures.

The Zoning Administrator approves. Contested applications are referred to the planning commission.

| <u>Tasks</u> | <u>Target Date</u> | <u>Date Completed</u> |
|---|--------------------|-----------------------|
| A. Adjacent property owner notification | | |
| • Date to send letters | | |
| B. Draft ALUP with mitigation measures | | |
| C. Date 14 day protest period ends | | |
| D. Applicant review/negotiate/accept conditions | | |
| E. Site visit date | | |

Appeal: within 10 days of Zoning Administrator decision - to "Appeals Hearing Officer"

4. Effective date of ALUP approval.

The ALUP is effective immediately upon recording in the office of the Iron County Recorder after approval by the Zoning Administrator and a recorded copy of the ALUP must be returned to the Building & Zoning Department.

For Office Use

5. Determination of complete application and checklist review.

Date: _____ By: _____

6. Permit Issued.

Date: _____ By: _____

7. Code References. Iron County Code Chapter 17.38



GENERAL LAND USE APPLICATION

Iron County Planning, Building & Zoning

82 N 100 E, Suite 102, Cedar City, UT 84720

Phone: (435) 865-5350 Email: building.group@ironcounty.net

| | |
|--|---|
| Note: Applicant must carefully review the applicable sections of the County Land Management Code, and visit with County staff prior to filing this application. | [Office Use] Meeting Date: Staff Name: |
|--|---|

Applicant Name _____

Applicant Mailing Address _____ City _____ State _____ Zip _____

| | | | |
|--------------|------------|-------------|-------|
| Mobile Phone | Fax Number | Other Phone | Email |
|--------------|------------|-------------|-------|

Legal Description of Subject Property (Lot, Block, Subdivision / Section, Township, Range / etc.) _____

Property Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(s): _____ Current Zoning Classification _____ Property Acreage _____

| | | |
|-------------------|-------------|-------------|
| Owner of Property | Owner Phone | Owner Email |
|-------------------|-------------|-------------|

| | | |
|---------------------------------|----------------------|----------------------|
| Person Representing Application | Representative Phone | Representative Email |
|---------------------------------|----------------------|----------------------|

| | | |
|--------------------------|----------------|----------------|
| Engineer / Surveyor Name | Engineer Phone | Engineer Email |
|--------------------------|----------------|----------------|

Application Must Include:

- A completed "General Land Use Application"
- A completed checklist appropriate for the land use desired
- Application fee (see schedule)
- Affidavit of Legal Interest
- Digital copy of maps & legal description – can be emailed
- Other – Any other supporting documentation that may be required or will assist in review and permitting

Land Use Request:

- Land Management Code Amendment (___ General Plan; ___ Zoning Ordinance; ___ Subdivision Ordinance; Other) (\$250)
- Zoning Map Amendment (Current Zone _____, Desired Zone _____) (\$250)
- Conditional Use Permit (\$250)
- Administrative Land Use Permit (\$250)
- Subdivision (___ Preliminary; ___ Final; ___ Minor; ___ 100 acre Minor Lot; ___ Performance; ___ Maximum Density; ___ Cluster; ___ Road Dedication; ___ Seasonal) (\$ – see fee schedule in Section 15.08.010(E))
- Vacate or Amend Subdivision (\$150)
- Road or Street Vacation (\$150)
- Lot Line Adjustment (\$150)

Applicant Certification & Signature: I hereby certify that this application and all information submitted as part of this application are true, complete and accurate to the best of my knowledge. Furthermore, I understand that providing false information can result in criminal liability. I also agree to allow County representatives to enter the subject property for any necessary inspection thereof.

Applicant Signature _____ Date _____

| | | | |
|------------------------|-----------------|---------------------|--------------------------------|
| STAFF USE ONLY: | File Name _____ | Date Received _____ | Date Determined Complete _____ |
|------------------------|-----------------|---------------------|--------------------------------|



AFFIDAVIT of LEGAL INTEREST

Iron County Planning, Building & Zoning

82 N 100 E, Suite 102, Cedar City, UT 84720

Phone: (435) 865-5350 Email: building.group@ironcounty.net

Note: This Affidavit must be completed by the owner of record of all property that is the subject of any land use application in Iron County, UT.

Land Use Application Requested

Property Owner Name

Property Owner Mailing Address

City

State

Zip

Subject Property Legal Description (Lot, Block, Subdivision / Section, Township, Range / etc.)

Subject Property Assessor Parcel Number(s):

State of _____)
 : ss
 County of _____)

I _____, being first duly sworn upon oath, depose and say,
(Owner's Name)
 that I am the owner of record of the property described herein, and as identified on the accompanying land use application.

If Property Owner is not the Applicant: Additionally, I grant my permission to:

_____, identified as the applicant on the accompanying
(Applicant's Name)
 land use application, with full knowledge and agreement of the land use request(s) being made.

Furthermore, I agree to indemnify, defend and hold Iron County and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein as to the ownership of the subject property.

 Owner of Record Signature Date

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

 Notary Public
 My Commission expires: _____

STAFF USE ONLY:

File Name

Date Received
