

Applying for a Conditional Use Permit in San Juan County

The term "conditional use permit" refers to a land use which would not be permitted under normal regulations of a zoning district, however, the proposed use may be acceptable within the zoning district if development of the use complies with special conditions provided by the Planning Commission. Specified conditions associated with a conditional use permit (CUP) may only be amended by the Planning Commission. The conditional use permit is revocable by the County if any of the conditions are violated or not met with certain time frames.

Overview:

Conditional use permit applications are reviewed by the Planning Commission and San Juan County staff to determine compliance with the following county code:

Chapter 6, 6-4. Determination

The Planning Commission, or upon authorization, the Zoning Administrator, shall approve a conditional use to be located within any district in which the particular conditional use is permitted by the use regulations of this Ordinance. In authorizing any conditional use the Planning Commission shall impose such requirements and conditions as are necessary for the protection of adjacent properties and the public welfare. The Planning Commission shall not authorize a conditional use permit unless the evidence presented is such to establish:

- (1) That such use will not, under the circumstances of the particular case, 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; and
- (2) That the proposed use will comply with intent, spirit, regulations and conditions specified in this Ordinance for such use and the zoning district where the use is to be located, as well as make the use harmonious with the neighboring uses in the zoning district.
- (3) The Planning Commission shall itemize, describe, or justify the conditions imposed on the use.

Submittal Deadline:

Application for a conditional use permit must be submitted to the San Juan County Planning and Zoning Department, 117 S. Main Street, Monticello by 10:00 a.m. at least three (3) weeks prior to the intended date the application is to be considered

by the Planning Commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

Meeting Dates:

Who? San Juan Planning and Zoning Commission
When? 2nd Thursday of each month at 7:00 p.m.
Where? San Juan County Administration Building, Room 200 - Old
Commission Chambers, 117 South Main Street, Monticello, Utah.

Application Fee (non-refundable)

- Conditional Use Permit: See Fee Schedule

Application Process:

Step 1. Contact the Planning and Zoning Department Staff. Meet informally with a member of the Planning and Zoning Department staff to discuss your proposal and review the issues, procedures and fees associated with the application.

Step 2. Submit Application: For all conditional use permit applications please submit the following:

- Completed Conditional Use application form.
- Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- If the property owner is to be represented by an "agent" during meetings with the County, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- Payment of application fee.
- Three (3) copies of a legible site plan proposal. The site plan should include the following information:
 - Include the project name and exact street address, if possible.
 - Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.) with north arrow and date of drawing. Sheet size should be a minimum of 18"x24".
 - Property lines, adjoining streets or roads, right-of-ways, waterways, easements, etc. with dimensions.

- Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, etc.
- Location of existing property features such as streets and roads, canals, ditches waterways, hillsides, wetlands, flood plain, etc.
- Three (3) copies of floor plans. Include both existing and proposed floor plans. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
- Three (3) copies of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Indicate the scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the elevation.
- Submit (1) copy of reduced 8 1/2 x 11 inch copy of all development plans.

***All plans submitted with the application will not be returned to the applicant and are the property of San Juan County**

Step 3. Attend the Planning Commission Meeting. The applicant will be sent a copy of the Planning Commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, time and place of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. An application may be "tabled" or "continued" if the Planning Commission needs additional information or time to consider the application. Otherwise, the Planning Commission will make a motion to approve or deny the request.

Appeal of Planning Commission Decision:

Anyone aggrieved with a decision of the Planning Commission may appeal the decision to the Board of County Commissioners. The appellant may be applicant, neighboring property owner, an effected resident, or even the County itself. Appeals must be in writing and received by the County Administrator within thirty (30) days of the

Planning Commission decision. Appeal requests must contain all documents and must state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

Conditional Use Permit Issuance:

Following the approval of the conditional use permit by the Planning Commission, the permit will be issued in a letter to the applicant. The letter will state with specificity the conditions of the permit approval. This document should be retained in the records of the property owner or applicant. All conditions outlined in the permit must be maintained in order for the permit to remain valid and in effect.

Expiration of Conditional Use Permit:

Approval of the conditional use permit application by the Planning Commission will expire one (1) year after the date of approval unless there has been substantial action on the CUP (i.e. obtained a building permit) by the applicant. The Planning Commission may grant one extension up to six (6) months, when it is deemed in the public interest.

SAN JUAN COUNTY CONDITIONAL USE PERMIT APPLICATION

Type of Application (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Land Use Change |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Appeal |

Subject Property Location or Address: _____

Parcel Identification

Number: _____

Parcel Area: _____ Current Use: _____

Floor Area: _____ Zoning Classification: _____

Applicant

Name: _____

Mailing

Address: _____

City, State,

ZIP: _____

Daytime Phone #: _____ Fax#: _____

Email Address: _____

Business Name (If applicable): _____

Property Owner's Name (If different): _____

Property Owner's Mailing Address: _____

City, State, ZIP: _____

Daytime Phone #: _____ Fax#: _____

Describe your request in detail (use additional page(s) if necessary): _____

Authorized Signature: _____ Date: _____

Property Owner's Affidavit

I (we) _____, being first duly sworn, depose and that I (we) am (are) the current owner(s) of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah)
 :
County of San Juan)

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

Notary Public
Residing in _____
My Commission expires: _____

Agent Authorization

I (we) _____, the owner(s) of the
real property located at _____

_____ in San Juan County, Utah, do hereby appoint _____,
as my (our) agent to represent me (us) with regard to this application affecting the above
described real property, and authorize _____,
to appear before any County board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah)

:

County of San Juan)

On the _____ day of _____, 20____, personally appeared before me
_____ the signer(s) of the
above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public
Residing in _____
My Commission expires: _____