



### APPLICANT INFORMATION

Date:

Applicant Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

Contact Information for Engineer / Surveyor / Architect Firm:

### CONDITIONAL USE APPLICATION

Conditional Use and Site Plan

Fee Amount: \$

Proposed Conditional Use Definition:

Type of Conditional Use: Existing Building (see §11.8.4)  or New Construction (see §11.8.4)

Location/Address of Proposed Application:

Current Zoning District:

Total Acreage (square feet or acres) of Site:

Name of Property Owners: \_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

### Fairview City Office Use Only

Date Received:

Date Determined Complete:

Fees Paid:

**PROPERTY OWNER AFFIDAVIT**

STATE OF UTAH        }  
                                  }ss  
COUNTY OF SANPETE}

I (we), \_\_\_\_\_, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary)

My commission expires: \_\_\_\_\_

**AGENT AUTHORIZATION AFFIDAVIT**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), \_\_\_\_\_, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

My commission expires: \_\_\_\_\_

**Conditional Use Application Requirements to Establish a Conditional Use Occupying an Existing Building(s), Remodeling the Interior of an Existing Building(s), or Proposing Structural Modifications to the Exterior of an Existing Building(s), as applicable:**

- ❑ 1) A complete Conditional Use Application, as provided by Fairview City.
- ❑ 2) Five (5) eleven (11) inch x seventeen (17) inch size copies of a site plan with the proposed building(s) drawn at a scale as required by the City Engineer, identifying the following;
  - a) The location and dimension of the property boundaries and all proposed uses and buildings, and all existing buildings or other structures located on the property. Existing property lines and existing fence lines shall be shown.
  - b) The required setbacks for the Zoning District and exterior dimensions of all proposed buildings and structures.
  - c) The location of roads and streets serving the site, or proposed to serve the site.
  - d) The location and dimension of all existing and proposed ingress and egress points and required off-street parking spaces and loading areas, as applicable.
  - e) All public and private rights-of-way and easements located on, or adjacent to the property, proposed to be continued, created, relocated, or abandoned shall be shown.
  - f) Any proposed changes to the exiting building and site signage.
  - g) Necessary building plans sufficient to meet the Building Code requirements, as adopted.
  - h) The exterior elevations of all proposed structural modifications to the existing building shall be provided, clearly showing proposed building materials and colors proposed for all exterior building facades. This information shall include a proposed building materials and colors board including color chips and material samples. The location of all associated mechanical and ancillary equipment, if any, shall be provided, including any screening treatments proposed.
  - i) Information and plans shall be provided identifying all proposed new building lighting identifying the type, design, location, intensity, height, and direction of all building lighting.

**Conditional Use Application Requirements to Establish a Conditional Use  
Proposing New Construction:**

All applications to establish a Conditional Use proposing new construction shall include and provide the following information:

- 1) A complete Conditional Use Application, as provided by the City.
  
- 2) Stamped, addressed envelopes for all owners of property located within three hundred (300) feet of the property, the subject of the Conditional Use Application. (A list of property owners is available from the Sanpete County Recorder's Office).
  
- 3) Five (5) copies of a site plan, drawn at a scale required by the City Engineer, prepared by a licensed engineer or architect identifying the following:
  - a) The location and dimension of the property boundaries and all proposed uses and buildings, and all existing buildings or other structures located on the property. Existing property lines and existing fence lines shall be shown.
  - b) The location of all proposed buildings shall be shown, if applicable, to provide for the function and compatibility of the entire site at full build-out. The required setbacks for the Zoning District and exterior dimensions of all proposed buildings and structures shall be shown.
  - c) The location of all Zoning District boundaries.
  - d) The location and dimension of all existing and proposed natural features including, but not limited to, scenic views, existing vegetation, wetlands, drainage ways, flood plains, water bodies, and wildlife habitat areas.
  - e) Existing topography and the proposed finished grade of the site shown as required by the City Engineer.
  - f) The proposed setbacks and exterior dimensions of all proposed buildings and structures.
  - g) The location of roads and streets serving the site, or proposed to serve the site, and including any permits as required by Sanpete County or the Utah Department of Transportation, as applicable.
  - h) The location and dimension of all proposed ingress and egress points, off-street parking, and loading areas, including the total number of parking and loading spaces.
  - i) The location and dimension of all pedestrian and biking facilities, including sidewalks and trails, if any.
  - j) All public and private rights-of-way and easements located on, or adjacent to the property, proposed to be continued, created, relocated, or abandoned shall be shown.
  
- 4) Located on the Site Plan sheet(s), or on separate sheets, as may be proposed by the applicant, or required by the Zoning Administrator for readability, the following information shall be provided:
  - a) **Infrastructure and Utility Plans.** All existing and proposed culinary water, secondary water, sanitary sewer, storm drainage, power, gas, and telephone lines and facilities, streets and roads with design plans for any new water, sewer and storm drainage lines and facilities, as applicable, streets and roads, meeting the design and construction requirements of the City, or other

agencies, as applicable, and prepared by a licensed engineer, at a scale acceptable to the City Engineer. Access to all utilities and points of utilities connections shall be shown.

- b) **A Landscape Plan(s).** Landscape plan(s), prepared by a registered landscape architect, identifying all proposed landscape, screening and buffering features, including all proposed plant materials, including their locations and sizes. All proposed plant materials should be drought tolerant.
  - c) **Fences and Walls.** The location of all fences and walls, identifying proposed height, materials, and colors shall be shown.
  - d) **Building Plans.** The exterior elevations of every side of all proposed structures shall be provided, clearly showing proposed building materials and colors proposed for all exterior building facades. This information shall include a proposed building materials and colors board including color chips and material samples. The location of all associated mechanical and ancillary equipment, if any, shall be provided, including any screening treatments proposed.
  - e) **Site and Building Signage Plans.** Information and plans shall be provided identifying all proposed site and building signage including the design, height, size, materials, and colors of all building and site signs.
  - f) **Site and Building Lighting Plans.** Information and plans shall be provided identifying all proposed site and building lighting identifying the type, design, location, intensity, height, and direction of all site and building lighting. A photometric plan of the site, including all site and building lighting, may be required by the Commission and/or Council.
  - g) **Refuse Collection Areas.** The location and dimensions of all proposed solid waste collection areas and storage areas, including the proposed method of screening.
  - h) **Erosion Control Plan(s).** Information and plans identifying proposed temporary and permanent erosion control measures.
  - i) **Construction Plans.** Construction Plan(s) identifying the phases of construction, a construction schedule, and a list of all permits necessary for the proposed use(s), as applicable.
- 5) A narrative, accompanied by necessary tables and other information, describing the proposed Conditional Use Application, to assist the Zoning Administrator, Development Review Committee, Commission, and Council review of the Conditional Use Application including:
- a) A calculation, identifying all pervious and impervious areas.
  - b) A description of all proposed uses and buildings, including the total site area and building square footage, by building.
  - c) Projected increase in traffic trips.
  - d) Projected water and sewer demand.
  - e) How the proposed site plan and proposed uses comply with the Fairview City General Plan.

□ **Site and Building Design Standards to Establish a Conditional Use:**

1) Site and Building Design Standards. These standards are related to the design of both the site and buildings and include building design, location of buildings, access locations, parking and loading areas, landscaping treatments, buffer areas, signs and sign location, site and building lighting, and other site and building features. Site and building design standards are required standards, are in addition to the other standards set forth in this Ordinance, and are indicated by the verb "shall."

a) All Conditional Use Applications shall balance the proportion and scale of the proposed buildings and structures to the site, adjacent buildings and structures, and streets from which the building will be accessed or viewed. Building plans, elevations and cross-section drawings, photographs, or other studies or models may be required to illustrate or fully explain how a proposed buildings and structures will address these issues. It is the vision of the City that all buildings, and their associated facilities and improvements, will enhance the built environment of the City.

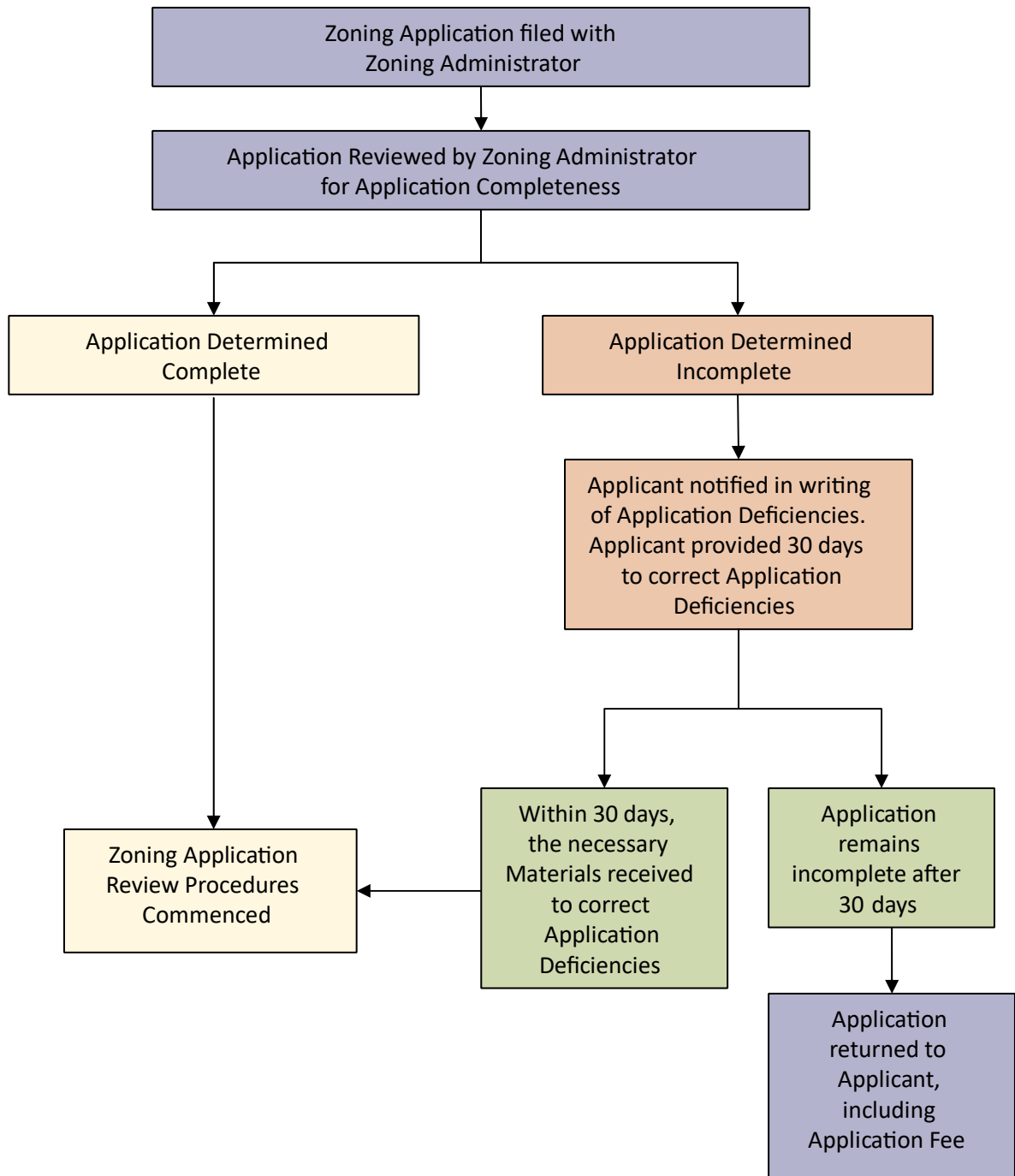
2) Site and Building Design Guidelines. Guidelines are additional actions that may be taken to enhance the development site and building design. Guidelines use the verb "should" (rather than "shall") signifying that the guidelines are desirable objectives. The application of the guidelines will depend on the nature of the proposed site and building and the surrounding area, as may be determined necessary by the Land Use Authority.

a) All site plan(s) for Conditional Use Applications should provide site functionality for the integration of the proposed buildings with existing, or planned, pedestrian and vehicular circulation patterns and provides for a system of interconnected streets, walkways, trails, and parking areas.

- (i) Naturally Occurring Site Features. All Conditional Use site plans should recognize and preserve, as practicable, the natural features and sensitive areas occurring on the site including areas of historic value, unusual or hazardous topography, or lands subject to flooding. All natural features should be preserved, as practical, and integrated into the site plan design.
- (ii) Site Access. The location and number of access points to the site, the interior circulation pattern, and the separation between pedestrians and vehicles should be designed to maximize safety and convenience.
- (iii) Trash and Refuse Collection Areas. All solid waste and refuse collection areas should be located to minimize any impact on adjacent property owners or users. Such areas shall be screened from view. All dumpster and refuse enclosures shall be a minimum of six (6) feet high, constructed of materials to match the primary buildings on the site, and provide latching gates for screening the opening to the enclosure.

- (iv) Noise Impact. Site design shall include provisions and strategies for limiting noise, particularly to adjacent property. The occupants of a proposed development should be protected from noise from both outside and within the site through screening, setbacks, and building materials. Noise generating equipment shall be located and buffered to minimize potential on-site and off-site impacts.
- (v) Flood Channels and Drainage Ways. Drainage ways shall be retained and protected in their naturally occurring condition, where possible, and integrated into the open space areas of the site and may include areas for use as trails or parks. Flood channels and drainage ways may be contoured to be gentle and rounded and may incorporate the use of rocks, boulders, and landscaping to increase interest.
- (vi) Site Landscaping and Screening Treatments. Landscape improvements should mitigate building and parking lot impact, add aesthetic interest, and add to site and building character. Landscaping should complement the architecture of the building and provide visual interest and variety, provide screening elements, add to year-round site beautification, highlight building design features, and conserve water.
- (vii) Site Lighting Standards. All outside lighting, including parking areas, should be "down lighting" so that lighting does not trespass to adjoining properties. All exterior lighting should provide for the illumination of buildings and grounds for safety purposes, but in an aesthetic manner. The use of motion sensors and timers is encouraged.
- (viii) Site and Building Sign Standards. The placement and design of all allowed signs shall be found to be compatible with building design and architecture. All signs shall be provided as an integral site and building design element and shall be compatible with the style of the buildings in terms of location, scale, color, and lettering style.

**FIGURE 2-1**  
**Procedures for Determination of Application Completeness**



**Figure 8-1  
Conditional Use Application Procedures**

