



## Conditional Use Permit Application

The purpose and intent of Conditional Uses is to provide for additional review of certain uses to ensure compatible integration with the surrounding area. A Conditional Use Permit shall follow the provisions of Weber County Land Use Code **Title 108 Chapter 4**.

The proposal will be reviewed by the Land Use Authority based on its effects on the individual site or surrounding area. The applicant shall demonstrate that reasonable conditions are proposed, or can be imposed, to substantially mitigate the anticipated detrimental effects of the proposed use in accordance with the standards of Section 108-4-5 of the Weber County Land Use Code, or relevant standards or requirements of any other chapter of the Land Use Code.

A pre-application meeting is required prior to application submittal; please call (801) 399-8791 to make an appointment. Date of pre-application review meeting: \_\_\_\_\_ Time: \_\_\_\_\_

**APPLICATION DEADLINE:** Forty-five (45) days prior to the next regularly scheduled Planning Commission meeting provided that the application can be **deemed complete, reviewed and ready for presentation**.

The Western Weber County Planning Commission holds their meetings on the 2<sup>nd</sup> Tuesday of the month.  
The Ogden Valley Planning Commission holds their meetings on the 4<sup>th</sup> Tuesday of the month.

### Application Submittal Checklist

The Planning Division will only accept complete applications with supporting documents as outlined below. Submitting an application does not guarantee that this application will be placed on the next Planning Commission agenda.

The following is required as part of the application form submittal:

- Complete Application Form including project narrative
- A non-refundable fee made payable to Weber County (See *Fee Schedule*)
- Vicinity Map showing the general property location
- A site plan showing details and other requirements as may be applicable in Title 108 Chapter 1 (Design Review), Title 108 Chapter 2 (Architectural, Landscape and Screening Design Standards), Title 108 Chapter 4 (Conditional Uses) Title 108 Chapter 8 (Parking and Loading Space, Vehicle Traffic and Access Regulations), and Title 108 Chapter 9 (Motor Vehicle Access).
- Water and wastewater plan
- Studies, reports, and other information that may be necessary to demonstrate compliance with applicable standards of 108-4-5 of the Weber County Land Use Code.
- All documents submitted in the application shall be accompanied by a PDF file of the respective document. All plans (including but not limited to site plans, architectural elevations/renderings, etc.), and subsequent submittals and revisions, shall be accompanied by a full scale set of PDF files of the respective plans.
- Obtain signature of the owner(s) on the application and any authorized representatives



**Fee Schedule**

	Planning Division Fees		Engineering Division Fees
Conditional Use Permit with Design Review Fee**	\$770.00	+\$30.00 per 1000 square feet of total building area; and +\$30.00 per 1000 square feet of site area being modified excluding building footprint	\$230.00
Conditional Use Permit without Design Review Fee **	\$400.00	-	\$100.00
Conditional Use Permit Amendment with Design Review Fee **	\$400.00	+\$30.00 per 1000 square feet of total building area being modified; and +\$30.00 per 1000 square feet of site area being modified excluding building footprint	\$100.00
Conditional Use Permit Amendment without Design Review Fee **	\$200.00	-	\$50.00
Conditional Use Permit Re-review Fee	\$150.00	-	\$25.00
Conditional Use Approval Extension Fee	\$100.00	-	-



### Decision Requirements

Pursuant to Section 108-4-4, a conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to substantially mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with the standards of this chapter, or relevant standards or requirements of any other chapter of this Land Use Code. When considering any of the standards, the Land Use Authority shall consider the reasonably anticipated detrimental effects of the proposed use in the context of current conditions and, to the extent supported by law, the policy recommendations of the applicable general plan.

If the reasonably anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use may be denied.

### Appeal, Revocation, Expiration, and Abandonment

The decision of the Planning Commission may be appealed to the Board of Adjustment by filing such appeal within 15 days after the written decision of the Planning Commission.

The County Commission may uphold or reverse the decision of the Planning Commission and impose any additional conditions that it may deem necessary in granting an appeal. The decision of the County Commission shall be final.

A Conditional Use Permit may be revoked by the Planning Commission upon failure to comply with the applicant's approved proposal, or any applied standard, or applicable requirement, provision, restriction, or condition of approval. Violation of any condition of approval of a conditional use permit shall constitute a violation of this Land Use Code. Rules for revocation are provided in Section 102-4-3.

Unless there is substantial action under a conditional use permit within a maximum period of one year of its approval from the Land Use Authority, the conditional use permit shall expire. The Land Use Authority may grant a maximum extension of six months. Upon expiration of any extension of time granted by the Land Use Authority, the approval for the conditional use permit shall expire and become null and void.

When an approved Conditional Use has been discontinued and/or abandoned for a period of one (1) year, the Conditional Use Permit becomes null and void. In order to restore the Conditional Use, a new application shall be filed for review and consideration by the Planning Commission.