



Conditional Use Permit Checklist

*Please refer to Washington County Code Title 10, Chapter 18.
All Conditional Use Permit Applications must meet the applicable
requirements of local, state and federal law.*

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Conditional Use Permit applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed conditional use permit application forms, plans, and exhibits.
2. All applicable fees.
3. Proof of ownership (must match title report).
4. Site Plan (see attached development plan requirements).
5. Proposed Development / Project Plan.
6. “Will Serve” letters for applicable utilities.
7. Septic Permit.
8. Receipt from applicable Special Service District or Fire District.
9. This permit requires a public notice sign to be posted on the property seven (7) days prior to the Planning Commission Meeting with proof of posting. ***

After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1st Tuesday of each month at 9:30 a.m. in the Community Development Conference Room. **The application will not proceed to the Joint Utility Development Staff Meeting until the Community Development Staff has reviewed and accepted the application for completeness.

If approved at the Joint Utility Development Staff Meeting, the Conditional Use Permit Application will be added to the Planning Commission Agenda for the following month, if no additional information is needed. The Planning Commission meets on the 2nd Tuesday of each month at 1:30 in the Commission Chambers. The Planning Commission is the Land Use Authority for this application.



Conditional Use Permit Application

*Please refer to Washington County Code Title 10, Chapter 18.
All Conditional Use Permit Applications must meet the applicable
requirements of local, state and federal law.*

Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Representing Firm (if applicable): _____ Phone: _____

Address: _____ Email: _____

Description of Proposed Conditional Use Plan:

Proposed Water Supply (if applicable): _____

Proposed Sewage Disposal Method (if applicable): _____

Parcel(s) ID: _____ Acreage: _____ Current Zone: _____

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

Conditional Use Fee – Date Paid _____ Amount Paid: _____ Cash / Check / CC

Receipt # _____ Received By: _____ Reviewed for Completeness: _____



Land Use Application

Application deadline is the last Tuesday of each month. Application must be complete, and payment received prior to acceptance by the Community Development Department. All incomplete applications will be rejected.

Application Type:

<input type="radio"/> Conditional Use Permit <input type="radio"/> Site Plan <input type="radio"/> Variance <input type="radio"/> Lot Line Adjustment <input type="radio"/> Road Dedication	<input type="radio"/> Zone Change <input type="radio"/> Amended Plat <input type="radio"/> Preliminary Plat <input type="radio"/> Final Plat <input type="radio"/> Other: _____
---	---

Project Name and Description: _____

Reason for Request: _____

Address or Approximate Location: _____

Subdivision Name (if applicable): _____

Parcel(s) ID: _____

Area in Acres: _____ Existing Zone: _____ Existing Use: _____

Proposed Zone (if applicable): _____ Proposed Use: _____

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

Signature: _____ Date: _____

Signature: _____ Date: _____

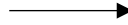


10-18-5: Development Plan:

- A. Plan Requirements: The applicant for a conditional use permit shall prepare a site plan and elevations (as may be necessary) for the site development proposed to be developed. The plan shall be drawn to scale and shall show all existing and proposed buildings, fences, general landscape layout, automobile circulation and parking, loading areas, garbage collection areas, lighting, signs, topographic maps for irregular land, soils reports, vicinity map, drainage plan and any other information that the planning department may deem necessary to properly consider the application.
- B. Plan Consideration: The planning commission will not consider the conditional use permit without the preparation and submission of an accurate and complete development plan.
- C. Notice; Meeting: The applicant will post in an easily accessible, conspicuous location on the property of the proposed conditional use, a notice seven (7) days prior to the meeting. The sign shall be two (2) sided, viewed coming and going for inspection by the public, directing the public to contact the planning office or access the Washington County website for information regarding the proposed conditional use. The notice will be posted in such a manner as to be legible through the date of the meeting, being like a professional real estate sign, not less than eighteen inches by twenty four inches (18" x 24") or does not exceed thirty two (32) square feet as referenced in subsection 10-19-3A3, "Temporary Sign", of this title.
 - 1. A copy of template for the notice and instruction will be provided by staff.
 - 2. Proof of posting property by submitting a photograph will be required for the staff meeting held one week preceding the meeting date.
 - 3. Removal of the notice by the applicant shall be within ten (10) days after the land use authority meeting. (Ord. 2012-1026-O, 12-18-2012)

Submit application and necessary documents to Community Development (CDD) for review.

- Complete submittal of applications with original signatures, & applicable fees.



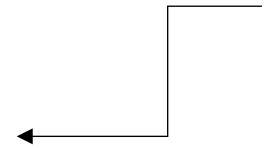
Plans routed to Staff Members Participating in Joint Utility Development (JUD)

- JUD Meeting is held the 1st Tuesday of each month @ 9:30 am.
- Plans reviewed by: County Staff, Health Department, Water Conservancy, and SSD.
- Comments are discussed at JUD



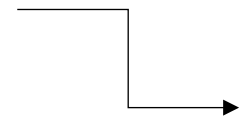
JUD Meeting

- If comments are significant, the applicant will need to address them before they can proceed to the next step.
- **For all projects**, if comments aren't significant, application may proceed to PC.



Planning Commission (PC) Meeting

- **Planning Commission meetings are held the 2nd Tuesday of each month @ 1:30 pm.**
- If PC is the decision making body and it is approved, a resolution will be issued.
- If PC is the recommending body, a memorandum will be issued with the recommendation to the County Commission.



County Commission (CC)

- **County Commission Meetings are held the 1st and 3rd Tuesday of each month @ 4:00 pm.**
- If CC is the decision making body and it is approved, an ordinance or resolution will be issued.

Application Types	CDD	JUD	PC	CC
Temporary Use Permit	D			
Conditional Use <i>A Notice on property is required</i>		R	D	
Zone Change <i>A Public Hearing is required</i>		R	R	D
Lot Line Adjustment		R	D	
Amended Plat <i>A Public Hearing is required</i>		R	D	
Preliminary Plat		R	D	
Final Plat		R	D	*
Planned Development <i>A Public Hearing is required</i>		R	R	D
Site Plan		R	D	
<p>R – Required Review/ Comments Rendered</p> <p>D – Required Review/ Decision Making Body</p> <p>* – Approved on CC Consent Calendar</p>				

**** Refer to the specific application for instructions on how to submit applications, fees, drawings, and documents.**
ALL PUBLIC HEARINGS ARE HELD IN THE PLANNING COMMISSION MEETINGS