

# CONDITIONAL USE PERMIT APPLICATION CHECKLIST

2222 West 14400 South, Bluffdale, UT 84065  
801.254.2200 – [www.bluffdale.com](http://www.bluffdale.com)

**BLUFFDALE**  
EST. 1848

This application must first be reviewed by the Development Review Committee (DRC), consisting of Bluffdale City staff. Following review by the DRC, the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission. The DRC will make a recommendation to the Planning Commission for consideration, but the Planning Commission is the land use authority to either approve or deny the request.

Please review Title 11, Chapter 20 of the Bluffdale City Code available at [www.bluffdale.com](http://www.bluffdale.com) before completing this application. Below is a list of information that is required to be submitted with the application. **If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.**

Application Fee: \$330 for residential or \$880 for non-residential applications

\$330 for amendment or reconsideration of existing permit

Notice Fee: \$150 (1 hearing required)

First-class postage for all properties within 1000 ft. of the subject property

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form
- Site Plan showing the following:
  - Site Address
  - Property boundaries and dimensions
  - Layout of existing and proposed buildings and parking areas, including floor plans, as applicable.
- Business Description: Provide an accurate and complete description of your proposed business activities. (where applicable)
- Noticing:
  - Mailing labels for all properties within 1000 ft. of the subject property. Labels can be obtained from the Salt Lake County Recorder's Office (2001 S State St, Salt Lake City)
  - First-class postage and envelopes for each property within 1000 ft. You may provide these or pay for postage at the current rate and purchase envelopes for \$0.25 each from Bluffdale City.

Other information may be submitted or required, which may aid the Planning Commission in making an informed decision.

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**PLEASE NOTE:** This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information. **Incomplete applications will not be accepted.**

The following must be submitted with this application:

- All information indicated in the attached checklist.
- Application Fee:           Residential         \$330  
  Non-residential     \$880  
  Amendment or Reconsideration of Existing Permit     \$330
- Noticing Fee:                 **\$125** (One hearing required)  
  First-class postage for all properties within 1000 ft. of the subject property

Date of Application:		Zone:		Parcel #(s):			
Project Name:						<input type="checkbox"/> Residential <input type="checkbox"/> Non-residential	
Project Location/Address:						Acreage:	
Project Description (use additional pages if needed):							
<b>Applicant(s):</b>				<b>Contact Person:</b>			
Address:				Address:			
City:		State:	Zip:	City:		State:	Zip:
Phone Number:				Phone Number:			
Email:				Email:			
<b>Property Owner(s):</b>							
Address:				City:		State:	Zip:
Phone Number:				Email:			

FOR OFFICE USE ONLY					
Application fee:		Received date:		Received by:	
Noticing:     # of notices _____		Amount received:		Receipt #:	
Postage _____		File #:			
Envelopes _____		Assigned to:			
TOTAL: _____					

AFFIDAVIT  
PROPERTY OWNER

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein 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. I also acknowledge I have received written instructions regarding the process for which I am applying.

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

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

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

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

AGENT AUTHORIZATION

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 above agent authorization who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah