



CONDITIONAL USE: HOME BUSINESS REQUIRED SUBMITTALS

**for businesses requesting customers coming to the home as defined (5.54.010 & 13.76.730) **

Information Required For a Complete Submittal

1. The following information shall be submitted to the Community Development Department:

- Completed General Development Application Form (Including ownership affidavit)*
- Applicable fees as per 03.35*
- Proof of Ownership – Signed Ownership Affidavit, Applicant must reside at the residence*
- Narrative detailing the request; to the Planning Commission and reasons or justifications for the granting of such use. This letter should explain the nature of the business, business hours, traffic impacts (if any), etc. to assist staff and the Planning Commission better understand the request. The letter should address why the Conditional Use will not be in contrast to the public interest and whether or not the proposed use will be in keeping with the character of the existing zoning of the area. Refer to the Home Occupation Ordinance and describe all sections that apply to your request. Review Holladay Ord. 13.08.040 for approval/denial standards.*
- Onsite Parking plan accommodating traffic*
- Building floor plans showing operations, if required by the Community Development Department*

2. The application should be filed no later than **3 weeks prior** to the desired public hearing date before the Planning Commission. The Planning Commission generally meets on the 1st and 3rd Tuesday of the month

Application Procedure Tracking as per 13.08.040

1. The Community Development Director will notify you of the Planning Commission meeting date
2. The Community Development Department will publish a notice in required media and mail notice to all property owners within 500' meeting and will post notice on your property (do not remove this notice)
3. The agenda on which this item will be considered will be available/posted 24hours prior to the meeting
4. To mitigate the potential detrimental effects, the Planning Commission will consider all elements of [13.08.040F](#) while reviewing your application, please review sections entitled;
 - a. A conditional use shall..
 - b. A conditional use shall not...
5. If the anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal or by the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use permit shall be denied.
6. The Planning Commission will make a decision after the required public hearing.
7. If approved a conditional use permit shall not relieve an applicant from obtaining any other authorization, permit, or license required under this title or other title of this code.
8. A C.U.P. shall run with the land, unless otherwise specified and is subject to revocation, or expiration



GENERAL LAND USE DEVELOPMENT APPLICATION

Name of Proposed Project:
Address of Project:

TYPE OF REQUEST: (mark all that apply)			
<small>ADMINISTRATIVE PROCEDURES APPLY (ORD. 13.08)</small>		<small>LEGISLATIVE PROCEDURES APPLY (ORD. 13.07)</small>	
	SITE PLAN (<input type="checkbox"/>) PERMITTED of (<input type="checkbox"/>) CONDITIONAL		REZONE of PROPERTY
	SUBDIVISION PLAT		GENERAL PLAN AMENDMENT
	CONDOMINIUM PLAT		CODE AMENDMENT
	CONDITIONAL USE PERMIT		PUBLIC STREET: NAME CHANGE, VACATION / CLOSURE or DESIGNATION
	SPECIAL EXCEPTION		HISTORIC SITE DESIGNATION
	NON-CONFORMING USE DECLARATION		DEVELOPMENT AGREEMENT AMENDMENT
	OTHER:		ANNEXATION

Applicant Name: (Please Print)	Property Owners Name: (Please Print) **ATTACH SIGNED "OWNER AFFIDAVIT"***
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Applicant's Mailing:			
Address:	City:	State:	Zip:
Applicant Phone: ()	Applicant's Email Address:		

Main Contact Person (Please Print):		
Name:	Phone:	email:

Brief summary of proposal / request:

FILING FEES: (ORD 3.35)				<u>OFFICE USE ONLY</u>	
SITE PLAN REVIEW	\$600.00	REZONE of PROPERTY	\$900.00 + \$85.00/acre	FILE NUMBER _____	
SITE PLAN AMENDMENT	\$250.00	CODE AMENDMENT	\$600.00	PARCEL NUMBER _____	
SUBDIVISION: <i>Final = 6% of the cost of improvements</i>	\$2,000.00 + \$100.00/lot	GENERAL PLAN AMENDMENT	\$300.00 + \$50.00/acre	GENERAL PLAN: _____	
CONDOMINIUM	\$1,000.00 + \$100.00/unit	HISTORIC SITE DESIGNATION	\$600.00	ZONE: _____ ACREAGE: _____	
CONDITIONAL USE PERMIT - <i>COMMERCIAL</i>	\$1,000.00 + \$35.00/acre	PUBLIC STREET:	\$300.00 – vacation \$500.00 – dedication \$250.00 – namechange	PC ACTION: _____ DATE: _____	
CONDITIONAL USE PERMIT - <i>RESIDENTIAL</i>	\$900.00 + \$50.00/unit	ANNEXATION		CC ACTION: _____ DATE: _____	
CONDITIONAL USE PERMIT - <i>HOME BUSINESS</i>	\$100.00	DEVELOPMENT AGREEMENT AMENDMENT		FILE DATE: _____	
CONVERSION TO CONDOMINIUM	\$50.00/unit	LOT LINE ADJUSTMENT / COMBINATION:	\$75.00		
SPECIAL EXCEPTION	\$600.00	OTHER:			
SUBDIVISION AMENDMENT	\$500.00	FINAL TOTAL DUE:	<input style="width: 100px; height: 20px;" type="text"/>		

NEXT STEPS: <ol style="list-style-type: none"> 1. To be considered COMPLETE, this form must be accompanied by all applicable "project tracking" checklist(s)/submittals or it will not be accepted. 2. Complete applications must be submitted 3 week prior to the desired Planning Commission date 3. Applications are reviewed every Tuesday by the Holladay TRC. You will be notified of any deficiencies, decisions and/or meetings dates at that time 4. Planning Commission convenes each month on the 1st and 3rd Tuesday. City Council convenes the 1st and 3rd Thursday of each month 5. Your Attendance at the Planning Commission and/or City Council meetings is required by the applicant or a representative of the applicant.
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CITY OF HOLLADAY
AFFIDAVIT OF PROPERTY OWNERSHIP
FOR PROPERTY LOCATED AT

ADDRESS: _____

SUBDIVISION _____ PLAT ____ LOT _____

PROPERTY OWNER

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 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

ACKNOWLEDGMENT

STATE OF UTAH)
) ss.
COUNTY OF)

THE FOREGOING AFFIDAVIT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____, _____, WHO DULY ACKNOWLEDGED TO ME THAT HE DID EXECUTE THE SAME.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

PROPERTY OWNER'S
AGENT AUTHORIZATION

I (We), _____, THE OWNER(S) OF THE REAL PROPERTY DESCRIBED ABOVE, DO AUTHORIZE AS MY 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 OF HOLLADAY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE ATTACHED APPLICATION.

ACKNOWLEDGMENT

STATE OF UTAH)
) ss.
COUNTY OF)

THE FOREGOING AFFIDAVIT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____, _____, WHO DULY ACKNOWLEDGED TO ME THAT HE DID EXECUTE THE SAME.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC