



Conditional Use Permit (CUP) Application

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8985

Please print legibly and complete all areas:

Project Name:

Project Use:

Project Address (will be verified and assigned by Engineering dept.):

Parcel ID number(s):

Applicant Name:

Phone:

Applicant's address:

E-mail:

Property Owner's name:

Owner's address:

City:

Zip:

Owner's phone:

Email:

Architect/Engineer's name:

Architect/Engineer's Phone:

Email:

Date of Planning Commission Meeting:

☐ **First step: Attend a Development Review Team meeting** held every Wednesday at 9:00 am, 3rd floor conference room. **Send request to planning@ogdencity.gov with a concept plan and specific questions you would like discussed.** Attendance at this meeting will help you understand additional requirements for your project.

These questions need to be answered when considering the proposed use:

1. What are your days and hours of operation?
2. Describe the use you are proposing.
3. How is this use compatible with the surrounding properties?
4. Does the proposed use produce any outside noise, smell, or waste products? If so, how will they be treated?
5. Are changes being made to the building to accommodate the use? If so, please describe:
6. **IMPORTANT**** Are changes being made to the site to accommodate the use? If so, please submit a Site Plan Review application in addition to this application. Site Plan Review applications are available at the Customer Service counter.

☐ **Pay \$843.61 Fee (\$674.89 Fee for a minor amendment) ~ Note:** If a formal Site Plan Review is required in conjunction with a C.U.P., the site plan review fee will also be applicable.

I have read the application and hereby certify that the information is correct and that I understand that the conditional use approval is valid for one year from the approval date. If the use does not begin within one year, the approval is void.

Applicant's signature

date

Plans accepted by

C U P Processing Procedure

1. *Apply for conditional use and pay appropriate fee. If a site plan is required, it must also be submitted and reviewed as part of the application. The initial application fee covers the first submittal of the site plan.*
2. *Planning staff schedules review of C U P for the next appropriate meeting.*
3. *Notices are sent to all property owners within 300 feet of proposal, and a sign describing the request is placed on the property.*
4. *Planning Commission reviews the request and acts on the request. The commission can either approve the request, approve the request with conditions or deny the request.*
5. *Within 15 days after the Planning Commission action, the action can be appealed to the Board of Zoning Adjustments.*
6. *An approved conditional use is valid for eighteen months. The approved conditional use expires eighteen months from the application date if the use is not established.*
7. *The Planning Commission can consider revoking the conditional use permit if the requirements are not met.*