



## Plan Submission Requirements - Conditional Use Permit - Transient Lodging

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:

<https://www.wasatchcounty.gov/development-process-forms-applications>

The Wasatch County Land Use and Development Code can be accessed online at

[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title 16 -  
LAND USE AND DEVELOPMENT CODE](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-LAND_USE_AND_DEVELOPMENT_CODE)

### THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL

Required Checklist Item	File Name
Detailed description of the proposed use including: <ul style="list-style-type: none"> <li>Type of Conditional Use Permit being requested</li> <li>Hours of Operation (if applicable)</li> <li>Seasonal Timeframe (if applicable)</li> <li>Extent and need for the conditional use operations</li> <li>Proposed efforts to mitigate impacts of the use</li> </ul>	01 – Project Description
Detailed report indicating how the proposal complies with the required findings outlined in Wasatch County Code <a href="#">16.23.07</a>	02 – Findings Report
Site plan (may be multiple pages if necessary for clarity) detailing all existing and proposed: <ul style="list-style-type: none"> <li>Buildings and structures, including setback dimensions to all property lines and from other buildings or structures</li> <li>Roads, parking areas, sidewalks, and other paving</li> <li>Sign locations and details</li> <li>Utility plans (water, sewer, gas, etc.)</li> <li>Lighting plans</li> <li>Vegetation and landscaping</li> <li>Fencing</li> </ul>	03 - Site Plan
General architectural drawings of existing or proposed structure(s) occupied by the proposed use including: <ul style="list-style-type: none"> <li>Floorplans with dimensions and square footage of uses</li> <li>Exterior elevations noting exterior materials and including relationship to existing natural grade. For applications that are for existing structures without exterior modifications, pictures of the existing exterior conditions are sufficient.</li> </ul>	04 – Architecture
Copy of the most current recorded subdivision plat. If not in a recorded subdivision, submit a Certificate of Zoning Verification.	05 – Existing Plat
Action Report produced by the County Water Board confirming feasibility and that adequate water shares have been provided for the proposed use.	06 – Water Action Report
A proximity map demonstrating that the proposed operation complies with separation requirements of applicable law	07 – Proximity Map

An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own. <sup>7</sup>	_Noticing Addresses
Unsealed, self-adhesive/sealable envelopes including: <ul style="list-style-type: none"> <li>○ USPS Stamp of sufficient value to mail a standard letter</li> <li>○ Leave the return address blank</li> <li>○ Addressed to each property owner of current record within 500 feet of the property boundary, including your own. If the property is a condominium which has an owner’s association, the name and address of the owner’s association is sufficient in-lieu of each owner.</li> </ul> As well as \$0.50 per letter for the office staff to attach information and provide verification that the letters have been sent	<b>**Must be turned in to Planning Department**</b>

Supplemental Checklist Item (may be required)	File Name
Resubmittals Only: Once a DRC review has been completed, resubmittals must include a detailed written response to each comment provided in the previous review. The written response will need to clearly identify how the resubmittal is addressing the item and identify where changes to the drawings or reports were made.	00 – REVIEW RESPONSE
If in an Owner’s Association: A written approval from the Owner’s Association	S1 – HOA Approval
Existing Buildings Only: An inspection report issued by the building department and fire district that the existing building meets applicable building codes for the proposed use, or detailing the modifications that will be necessary if the proposed use is approved.	S2 – Building Safety Report
Copies of all licenses and permits required by other agencies and governments with jurisdiction over the design, construction, location, or operation of the proposed use	S3 - Third Party Approvals
Any additional supporting documents that provide necessary information to demonstrate compliance with applicable codes. This should be used only when the information typical to the required checklist items does not accommodate the type of information being supplied.	OTHER – [Insert Custom Name Here]

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a [Property Owner Authorization Form](#) is required to be submitted.
4. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
5. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
6. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by [clicking this link](#). **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the system instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
7. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).

**AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT “SUBMIT FOR REVIEW” TO SEND THE FILES TO THE COUNTY. DO NOT HIT “SUBMIT FOR REVIEW” UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.**