

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE ° PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



CONDITIONAL USE PERMIT FOR CONSTRUCTION ON A STEEP SLOPE

<i>For Office Use Only</i>		
PLANNING COMMISSION	PROJECT PLANNER	APPLICATION # _____
APPROVED _____	_____	DATE RECEIVED _____
DENIED _____	_____	EXPIRATION _____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - FAX #: () -
EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () -
EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

SUBMITTAL REQUIREMENTS – All of the following items must be included in order for the Planning Department to take the application.

1. Completed and signed application form.
2. Provide a written statement describing the project that outlines the overall project intent and scope of work. Descriptions shall also indicate the project's compliance with the Development on Steep Slopes Criteria as described in the Land Management Code contained in applicable zoning district.
 - HRL – Chapter 15-2.1-6
 - HR-1 – Chapter 15-2.2-6
 - HR-2 – Chapter 15-2.3-7
3. Review fees - \$1330.00 per application.

For items 4 through 10 below, provide (1) 24"x36" set to scale, (1) 11"x17" set to scale, and one digital CD copy (in pdf format)

4. Certified topographical boundary survey of the existing site prepared by a licensed surveyor at an approved scale with two foot contours which includes the following:
 - Survey must reflect current conditions
 - existing grades referenced to USGS elevations
 - existing utility locations
 - existing vegetation; size and botanical name noted
 - building footprint(s) of all existing structures and improvements on site
 - drainage facilities
 - on and off-site circulation and parking
 - existing physical encroachments on and off-site
 - all structures within 20' of the subject property; include structure height
5. A proposed site plan prepared by an architect/landscape architect or designer and based on the submitted certified topographic boundary survey drawn at an approved scale with two foot contours which includes the following:
 - Proposed and existing grades referenced to USGS elevations
 - Proposed and existing building footprint(s) of all structures and improvements on site
 - Proposed and existing physical encroachments on and off-site
 - proposed and existing utility locations
 - Proposed and existing vegetation
 - Superimposed building roof plans of all structures on site having ridge lines referenced to existing USGS elevations
 - Proposed and existing drainage facilities
 - Proposed and existing on and off-site circulation and parking
 - Proposed and existing ground surface treatments
 - Top/bottom of retaining walls
 - An aerial photo with the proposed site plan superimposed to scale
6. All floor plans and building sections drawn at quarter-inch scale; include property lines. Identify footprint(s) square footage and square footage of individual story area.

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7. All building elevations illustrating the proposed work drawn to quarter-inch scale with the elevations referenced to USGS datum on the submitted site plan demonstrating the following:
 - USGS datum points indicating existing and proposed
 - Proposed final grade meets 4' of existing grade
 - Measurement line drawn 27 feet above and parallel to the final grade
 - Any additional diagrams necessary to confirm height compliance
8. Four (4) photographic panoramic views of the existing property showing the site from the perimeter of the property at 90 degree intervals.
9. A streetscape elevation drawn at 1/8" scale (minimum scale) for the project side of the street that indicates the height, width, and building separation for all proposed work in relation to existing surrounding/adjacent buildings. All windows and door openings shall be shown. The drawing shall encompass an area within 100 feet of either side of the subject property (a streetscape drawing may not be required for remodels that do not alter the mass of the existing structure).
 - Photos may replace drawings if to scale
 - Neighborhood model, to scale, may be utilized in place
10. Landscape plan drawn to scale illustrating proposed locations of plants including botanical names, sizes, and quantities. All pavement, retaining walls, patios, etc. shall be included.
11. Contextual analysis of visual impact of new construction on adjacent sites (also submit digitally)
 - Graphic must illustrate the proposed development/structure superimposed in a photo or computer model.
 - Images must be viewed from the Right-of-Way taken at 30° - 60° angles from the face of the proposed structure to show massing and adjacent buildings.
 - Cross canyon views of superimposed proposed development.
12. The applicant should be aware that there might be a request to provide presentation material for Planning Commission meetings. The presentation material may include the following:
 - Presentation materials; electronic/boards
 - Colored elevations and/or perspectives
 - Photographs/graphic illustrations
 - Massing models
 - Additional studies (i.e. Fog Study, Shadow Study, Cultural Survey)
13. List of property owners, names, and addresses within 300 feet. The distance is measured from the property line, not the location of the request. Please provide the Summit County Assessor's Parcel Number for each property if possible.
14. Stamped, addressed #10 size business envelopes for property owners written within 300 feet.
 - Envelopes (example given below of proper addressing) with mailing labels and stamps affixed. **Please do not use self-adhesive style envelopes, do not include a return address, and do not use metered postage.**
 - **Stamps must be USPS Forever.**

If you have any questions, please contact Planning Staff at 468-3300.

RETURN ADDRESS

SAMPLE

JOHN DOE
PO BOX 2002
PARK CITY, UT 84060

Forever Stamp
(not metered)

Park City Planning

PROJECT DESCRIPTION

1. On a separate sheet of paper, give a general description of the proposal and attach it to the application (See Submittal Requirement #2).
2. Existing Zoning: _____
3. Is the project within the Sensitive Lands Overlay?
 Yes No
4. Current use of the property: _____
5. Total Project Area: _____ acres _____ square feet
6. Number of parking spaces per Title 15 Land Management Code, Chapter 3, Off Street Parking:
 _____ required _____ proposed
7. Project access via: (check one)
 Public Road Private Road Private Driveway
8. Occupancy type: (check one)
 Owner Occupied Lease Nightly Rental
 Condominium Timeshare
9. Utility service availability:
 Existing Requires extension of City service

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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