

Applicant to read and check each box to acknowledge an understanding of all requirements:

- Complete and sign Conditional Use Permit application form
- Pay application and any applicable noticing or mailing-list generation fees
- Provide scaled drawings of site plan and any other applicable drawings
- Acquire an approved Building Permit after conditional use approval, if applicable

Scaled Drawings

Site plans shall be drawn to not less than 1 inch equaling 40 feet and include the following, when applicable:

- Name, address, and phone number** of property owner as well as engineer or agent
- Boundaries and dimensions of property**, with adjacent **public street(s)** identified, and measurements of **setbacks and distances** between, and **dimensions** of, existing and proposed structures on site as well as existing structures, 200 square feet or greater, within 50 feet on adjacent properties
- Easements**, existing and proposed.
- Required landscaping, open space, or park space**
- Off-street parking**-location, layout and number of stalls
- Fences or walls**-location and height

In addition to the required Site Plan, some conditional use applications require the following information:

Accessory Structures:

- Elevation drawing that shows exterior materials/color of design finish for both proposed structure and home, roof structure and its height from top of wall plate to peak, and measurement(s) of wall height(s); square footage of rear yard (width x depth from back of home to rear property line); and proposed use of structure.
- Approvals from utility companies to encroach into recorded public utility easement, if applicable

Apiary:

- Location and number of hives and the dedicated water source.
- Flyways if any colony is situated within 25 feet of any property line and the yard is not contained with a 6' solid fence.

Cluster Subdivision:

- Home Owners Association bylaws for maintaining open space, landscaping plan, and building-design standards

Daycare:

- Proposed number of children at the residence
- Provide proof of licensure from the Utah Department of Health, Bureau of Licensing, obtain a Syracuse City Business License.
- Provide a criminal background clearance for all employees and persons residing in the home age 18 or older.
- Floor Area-include location and dimensions of proposed use and applicable storage.

Dog Kennel:

- Provide proof of licensing for each dog from Davis County Animal Control
- Location of all pens, runs, shelters, or similar structures housing dogs.
- Location of all neighboring or abutting dwellings

Home Occupation:

- Please refer to the Home Occupation Compliance Standards and Agreement

Model Home:

- Exterior lighting plan indicating location, direction and timing of all lighting on the site.
- Signage plan indicating the size and location of all signs, flags and banners.
- Hours of Operation

Preschool:

- Proposed number of children and sessions per week
- Floor Area-include location and dimensions of proposed use and applicable storage.

Temporary Commercial Uses:

- Identification of all lots owned by applicant within subject subdivision
- Proposed signage in accordance with Syracuse City Sign Ordinance Regulations
- Written authorization from property owner
- Explanation of sanitary facilities
- Bonding/Insurance requirements

Two-Family Dwellings:

- Elevation drawings showing type of material and design finish of proposed home

Wireless Communication:

- Please refer to the Syracuse City Code for specific requirements.

DISCLAIMER: *The City is providing the following information as a service to those applying for conditional use approvals. No one shall consider these guidelines as comprehensive. In the event of conflicts or discrepancies between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

NOTE: *Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity. See Title X for complete guidelines and requirements of Conditional Uses. City staff will not process, or forward to Planning Commission, incomplete applications.*