



PROVIDENCE CITY CONDITIONAL USE INFORMATION FORM

FOR OFFICE USE ONLY	
Date _____	
Payment Form _____	
Amount _____	
Receipt # _____	
Clerk _____	

Date _____

Please Note: City Staff will NOT accept the application and fee payment if they are incomplete. Incomplete applications will NOT be processed or scheduled for review by the City.
Application fees do not include professional firm fees, which will be billed separately. Initial _____

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

Submittal Requirements	Staff Check
\$200 application fee	
Completed, signed and initialed Conditional Use Information Form	
A site plan (minimum size: 8 ½ x 11") of the property showing the location, function and characteristics of the use, including parking and percentage of space being used.	
Structure elevations & square footage including attached garage(s), covered porches, covered decks etc.	
If the use involves a childcare business or home business, provide the interior layout of the structure showing, the area dedicated for the use and the percentage of space being used.	
Current Cache County Plat Map and a copy of the official recorded final plat that includes any notes.	
Copy of Cache County GIS Parcel Summary http://66.232.67.238/Websites/Parcel%20and%20Zoning%20Viewer/	
If the use involves a childcare business or home business, provide a business plan	
Mitigation Strategies for sensitive areas (as defined by Providence City Code 10-5-2), traffic circulation, noise, lighting, etc., if applicable.	
Names and mailing addresses for the adjacent property owners. Providence City Code defines "adjacent property owners" as the record owner of real property that shares a common boundary with the applicant's property or is separated by a public right-of-way, canal, stream, etc.	
Property owner consent for pursuit of conditional use (if owner is different than Applicant)	
If filing in person, provide electronic copy of ALL submittals (email or flash drive is acceptable)	
If filing online, please submit physical copies of the complete application to the city office, 164 N Gateway Dr.	

Applicant Information (all information MUST be provided)

Name _____
 Address _____
 Phone _____ Email _____

Party Responsible for Payment (if different than applicant) – the individual/firm to whom any and all professional services invoices (attorney/engineer/etc.) will be sent and who will be responsible for payment of such invoices.

Name _____
 Address _____
 Phone _____ Email _____

Property Information

Owner of record _____
 Owner address _____

Owner phone _____ Owner email _____
Parcel address _____ Parcel Tax I.D. _____
Zone _____ Actual structure height _____ Initial _____
Actual structure setbacks (front yard) _____ (side yard) _____ (rear yard) _____ Initial _____

Written Statement of Request (attach additional sheets if necessary)

- Briefly explain why you are seeking a conditional use and what the intended use of the property will be if the conditional use is granted.

Property owner and contractor shall have responsibility to determine grades, and final placement and elevations of footings/foundations. Property owner and contractor shall be responsible for compliance with all state, national and local building codes and ordinances. Initial _____ Name _____

Approval by the city of any application submittal or paperwork does not alleviate the owners from their responsibility to understand and conform to local, state and federal laws. Providence City's approval is not intended to and cannot be construed to allow any laws to be violated. Initial _____

By signing this document, you agree that Providence City will bill you for any and all professional firm fees as they arise throughout the approval process. This is in addition to application fees. All subdivisions require engineering review throughout the approval process, such as but not limited to reviews of development agreements, construction drawings, preliminary and final plats, and inspections. These services are billed by our city engineer at an hourly rate. Some subdivision applications may also require legal review. Other applications, such as but not limited to conditional uses, may also require engineering and/or legal review at the City's discretion. You agree to reimburse the City for all such costs, whether or not you were forewarned about such costs, and that the City cannot predict all situations in which professional services may be required in order to process your application. Initial _____

I declare under penalty of perjury that I am making this application of my own free will and choice and that the statements, answers, and documents submitted in connection with this application are true and correct to the best of my knowledge.

Signature of Applicant

Printed Name

Date