SYRACUSE CITY BUILDING PERMIT APPLICATION

Syracuse City Building Department - 1979 W 1900 S - Syracuse, Utah 84075 - Telephone 801-614-9670

Date of Application	Date Work to Begin	Receipt No.	Date Issued	Permit No. **SYR**

Proposed Use

Bldg. Address

Assessor's Parcel No.

Lot No. | Subdivision/Phase#

Total Property Area - In sq. ft. | Total Bldg. Site Area Used

Owner

Address

City | Zip | Phone

Email

Tenant/Business Name | Business License No.

Architect/Engineer

License | Phone

General Contractor | License

Address

City | Zip | Phone

Email

Electrical Contractor | License

Address

City | Zip | Phone

Email

Plumbing Contractor | License

Address

City | Zip | Phone

Email

Mechanical Contractor | License

Address

City | Zip | Phone

Email

Previous Usage of Land or Structure (past 3 years)

Dwell. Units Now on Lot: | Accessory Buildings Now on Lot:

Type of Improvement/Kind of Construction

☐ Sign ☐ Build ☐ Remodel ☐ Addition
☐ Repair ☐ Move ☐ Convert Use ☐ Demolish

No. of Offstreet Parking Spaces: Covered: Uncovered:

Building Fee Schedule

Sq. Ft. of Building: Valuation: **$**

☐ Rough Basement:		Building Fee		
☐ Finished Basement:		Plan Check Fee		
Carport Sq. Ft.:		Sec. Conn.		
Garage Sq. Ft.:		Sec. Impact		
Type of Bldg.	Occ. Group	Water Impact		
		Park Fee		
No. of Bldgs.	R - Values	Water Conn.		
No. of Stories	Walls / Roof	Sewer Conn.		
No. of Bedrooms		Storm Sewer Impact		
		Traffic Impact		
No. of Bathrooms	No. of Dwellings	State Fee		
		Constr. Meter		
Type of Construction		Public Safety Fee		
☐ Frame ☐ Brick Var. ☐ Concrete		NDSD Impact		
☐ Brick ☐ Block ☐ Steel		Garbage		
Max. Occ. Load	Sq. Ft. Porch/Patio	Other		
		Other		
Brick Design Yes No	U Factor Window			
Fire Sprinkler Yes No	Fire Alarm Yes No			
		TOTAL		

If any person takes occupancy prior to receiving 'Certificate of Occupancy' document from Syracuse City, the Contractor/Permit Signee will be cited with a Class B misdemeanor according to the adopted ordinance.

Comments:

Plan Check by:

Signature of Approval | Date

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury. ***This permit does not become a permit until signed below***

Signature of Contractor or Authorized Agent | Date

Signature of Owner (if owner) | Date

Census Tract | Traffic Zone

Certificate of Occupancy

SUB-CHECK

Zone: _____ Approved by: _____

Disapproved Approved

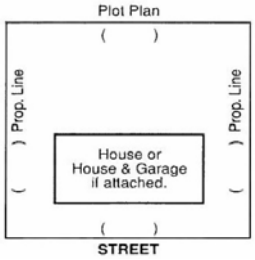
Sub-Check by: _____ Indicate North

Date: _____ Indicate Street if Corner Lot

Minimum Setbacks in Feet

Front	Side	Side	Rear

Plot Plan



NOTE: 24 hour notice is required for ALL Inspections

PLEASE FILL OUT SHADED AREA ONLY

Conditional Use Application

Syracuse City Community & Economic Development
1979 West 1900 South, Syracuse, UT 84075
801-825-1477 opt. 4 • www.syracuseut.com • planning@syracuseut.com

For Office Use Only

Permit # _____

Permit Type: ***Conditional uses are not limited to the following options*** **Updated 06/14/18**

- ☐ **Accessory Structure**
- ☐ **Apiary**
- ☐ **Cluster Subdivision**
- ☐ **Daycare**
- ☐ **Dog Kennel**
- ☐ **Home Occupation**
- ☐ **Model Home**
- ☐ **Preschool**
- ☐ **Temporary Commercial Use**
- ☐ **Two-Family Dwelling**
- ☐ **Wireless Communication**
- ☐ **Other:** _____

Subject Property Location

Address:			Business or Subdivision Name (if applicable):		
Primary Structure Square Footage: Structure or Use Square Footage:	Lot Size (acres):	Current Zone:	Number of Dogs Currently on Site:	Number of Accessory Uses Currently on Site:	Present Use of Land:

Applicant Contact Information

Name:	Mailing Address (if different from subject property location):		
Phone Number(s):	City:	State:	ZIP:
Email Address:	Relationship to Property Owner		

Property Owner Information (write 'S/A' if same as above)

Name(s):	Mailing Address (if different from subject property location):		
Phone Number (s):	City:	State:	ZIP:
Email Address:			

Description of Requested Use

I hereby certify that the requested Conditional Use would comply with all required conditions and standards of the Syracuse Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the City's General Plan, and impose no insatiable demands for public services. I read the City Land Use Ordinance relative to Conditional Uses and understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse City Title X. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Business/Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

Application & Noticing Fees:		
$100	Application Fee	$_____
$ 50	Extension/Modification	$_____
$ 20	Public Notice Sign	$_____
$ 50	Public Noticing Fees	$_____
Total		$_____

Conditions of Approval:

Paid:	Received by:	Receipt #:

Payment Type: ☐ Cash ☐ Credit Card ☐ Check#_____ Approved: _____ Date:_____

Conditional Use Permits are not valid until application fees are submitted and Conditional Use(s) are approved and signed by Planning Department staff, once approved a copy will be provided to the applicant.

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.
- ☐ Flyaways 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.*