



HOME BUSINESS CONDITIONAL USE PERMIT

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| Application Number |
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Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | www.ch.utah.gov

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|---|--|
| Property Address | |
| Brief Project Description | |
| Property Owner (Name and Company) | |
| Property Owner Mailing Address | |
| Property Owner Phone | |
| Property Owner Email | |
| Applicant (Name and Company) | |
| Applicant Mailing Address | |
| Applicant Phone | |
| Applicant Email | |
| Application Date | |
| Applicant Signature | |
| FOR OFFICE USE ONLY | |
| Project Zoning (Including Overlay) | |
| Fee Paid (Amount and Date) | |

This application coversheet and all required attachments from the following checklist should be **submitted in digital format** to the Community and Economic Development Department at planning@ch.utah.gov.

Please note that all items will be required at the time of formal submittal, unless otherwise specified by staff. Staff reserves the right to request additional materials as deemed necessary. A complete application and materials must be submitted by the month prior's public meeting date, in order to be eligible for the upcoming meeting agenda. Please contact staff at planning@ch.utah.gov with questions about these dates. Submitting an application by this date does not guarantee scheduling for the upcoming meeting, as additional information or extended staff review may be necessary.

GENERAL

- Application Coversheet (Page 1)
- Project Narrative (Page 3)
- Signed Consent Form (Page 4)
 - Only required if applicant is different than property owner

PLAN SUBMITTAL REQUIREMENTS

- Site Photographs
 - Exterior photos of the home
 - Photos of all areas which will be used for the proposed business
- Floorplan
 - Floorplan of the entire home, with all areas which will be used for the proposed business indicated as such
- Parking Plan
 - Map indicating the off-street parking area that will be used for business customers
- Circulation Plan
 - Map indicating how overlapping business customers will circulate through the parking area
 - Map indicating how drop off and pick up of customers, if any, will circulate through the parking area (such as in the case of private lessons, daycares, preschools etc.)

OTHER REQUIRED ITEMS INCLUDE:

The above text box is reserved for office use only, for staff to indicate any additional items that are required for this project.

PROJECT NARRATIVE

Your narrative will be considered an integral part of your application and should provide a comprehensive overview of your project, including, but not limited to the following elements. **Please note that staff reserves the right to deem any application lacking appropriate narrative detail as incomplete.**

- Describe the overall proposal, including the type of services offered by the business, the proposed days and hours of operation, and the anticipated number of clients per day.
- Describe how many employees will be part of the business (including yourself), and which employees (including yourself) reside at the home.
- Describe what areas, both indoor and outdoor, will be used for the business.
- Describe what efforts will be made to prevent noise, odor, or other potential nuisances from impacting neighboring properties, including any information about staggering business customers to reduce traffic.
- Describe what sale of product will take place at the home, if any.
- Describe what remodels or additions are proposed for this business, if any.
- Describe how the proposed project is consistent with the Cottonwood Heights zoning ordinance and master plans.

OWNER'S CONSENT FORM

I/we, the Undersigned, do hereby grant permission to:

To act on my/our behalf for the purpose of the following application:

Owner(s): _____

Address(es): _____

Telephone Number(s): _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

State of UTAH }
County Of: _____ } ss.

On this ____ day of _____, 20__ before me, the undersigned Notary Public, personally appeared _____, personally known to me, or whose identity I verified on the basis of their _____, or on the oath of _____, a credible witness whose identity I verified on the basis of their _____, to be the person(s) whose name(s) is/are subscribed to in this instrument and acknowledged that they executed the same.

Notary Public

Notary Commission Expiry Date

