



**CLEARFIELD CITY CONDITIONAL USE PERMIT CHECKLIST**  
Community Development Department, 55 South State Street, (801) 525-2780

**PROJECT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **CURRENT ZONING:** \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED INFORMATION:**

This checklist is intended to assist the applicant in preparation and submittal of a complete application. Certain items may not be applicable and may be waived by the Planning and Zoning Administrator. If you have questions regarding any of the application materials or how to obtain them, please contact the Planning and Zoning Administrator at (801) 525-2784.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL NOT BE PLACED ON A PLANNING COMMISSION AGENDA UNTIL COMPLETE

**1. DEVELOPMENT REVIEW MEETING:**

All applications for new development shall be reviewed by City staff in a Development Review Meeting prior to submittal of the project for Planning Commission review.

Development Review Meeting Date: \_\_\_\_\_

**2. APPLICATION MATERIALS:**

- Completed Land Use Development Application Form
- Property Owner's Affidavit/Agent Authorization Form
- Electronic version of a PDF of all plans.
- Two (2) full size (24"x36") and two (2) reduced (11"x17") copies of all plans. All plans must be drawn to an engineering or architectural scale.
- Architectural Site Plan (Drawn to scale with dimensions)
  - Property lines, adjoining streets, rights-of-way, waterways, easements, etc.
  - Location and dimensions existing and/or proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fencing, exterior lighting, dumpster enclosure(s), etc.
  - Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plains, etc.
  - Any other necessary information as listed

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- Landscaping Plan (Drawn to scale with dimensions)
  - Areas to be planted in turf.
  - Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree.
  - Areas and locations of shrubs.
  - Areas to be planted as planter beds or with living ground covers.
  - Areas and locations for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.).
  - Parking lot islands and perimeter landscaping as required.
  - Landscape calculations for percentage of development site.
  - Indication that an automatic irrigation system will be installed.
- Building Floor Plans (Drawn to scale with dimensions)
  - Locations of entrances, exits, restrooms, lobby areas, etc. .
  - Demolition plan
  - Use of appropriate architectural scale.
  - Square footages of building and building areas.
- Building Elevations (Drawn to scale with dimensions)
  - Building height and roof line.
  - Location of building signage and lights.
  - Windows, doors, awnings, etc.
  - Summary and locations of building materials.
  - Finished floor elevation.
  - Colors and Materials board of physical examples.
- Preliminary Civil Plans (Grading, Drainage, Utility, etc.)
- Geotechnical Report – 2 Copies (For new construction and any increase of impervious surface)
- UDOT Approval