

**MT. PLEASANT CITY
ZONING APPROVAL PROCESS**

INFORMATION AND INSTRUCTIONS

**THIS ZONING APPLICATION BECOMES NULL AND VOID IF A
BUILDING PERMIT HAS NOT BEEN OBTAINED FOR THIS
PROJECT WITHIN 180 DAYS FROM THE DATE OF APPROVAL**

All construction and other forms of building in the City of Mt. Pleasant require authorization from the City Zoning Administrator and/or the planning Commission.

Additionally, such work requires a building permit from the Sanpete County Building Department.

The following information is prepared with this application form to facilitate an understanding of the permitting process. **PLEASE REVIEW THIS INFORMATION CAREFULLY AND FEEL FREE TO ASK CITY OFFICIALS ANY QUESTIONS REGARDING THIS PROCESS.**

We wish you the best in your construction efforts and want the permit process to proceed efficiently.

FEES

- F1. This City Zoning permit carries with it a \$25.00 processing fee, which must be paid prior to review by the Administrator. Payable to the City Treasurer.

- F2. Application required to be brought before the planning Commission require an additional \$25.00 fee. Payable to the City Treasurer prior to being placed on the Planning Commission Agenda.

Permit Submitted: _____
Date

Received by: _____
Person

Permit Fee Paid: _____
Amount

Planning commission Fee Paid: _____
Amount

APPROVAL PROCESS

- A1. Zoning Approval comes in two forms: Via the Zoning Administrator and via the Planning Commission.
- A2. The Zoning Administrator may approve all zoning permits via this form, wherein authorized by the City Ordinances. This is the first step in the process.
- A3. The Planning Commission approves all zoning permits referred to it by the Zoning Administrator. The Administrator shall indicate on this application if referral is made to the Planning Commission.

TIMETABLE

- T1. Application approval by the Administrator will take no less than three working days, and no more than ten working days.
- T2. Applications requiring site plan review by the Planning Commission will take a minimum of 15 days and a maximum of 45 days. The Planning Commission meets regularly on the third Tuesday of each month and on the first Tuesday of the month by special request to and approval of the Chairman.
- T3. Applications to the Planning Commission must be submitted to the Administrator before 5:00 o'clock PM on the Wednesday preceding the Planning Commission meeting. The City Recorder will notify applicants if they are on the agenda.

REQUIRED INFORMATION

(For Administrator approval only; Supplemental information may be required for the Planning Commission)

- R1. A rough sketch showing the locations and dimensions of principal and accessory structures, including of setback requirements.

Sketch must show North arrow, map scale, date of preparation and current zoning of the parcel.
- R2. A map showing the parcel under consideration including all property, subdivisions, streets, rights-of-way, and other pertinent features within 200 feet of the boundary of the parcel.

MT. PLEASANT CITY ZONING PERMIT

This zoning permit notifies city officials that the property owner listed below wants to build on the property listed below. With appropriate city official's signatures it also authorizes issuance of a building permit for construction as described herein as meeting all requirements of the city.

City officials are to examine the property owner's development plans and specifications to insure that they conform to city Planning and Zoning ordinances and regulations.

Prior to authorization by city officials the Site Plan review process must be completed. The site plan review traditionally should take no less than fifteen days and no more than forty-five days from the date of submission.

1. Name of Person who wants to build or develop: _____
2. Mailing address: _____
3. Current Telephone Number: _____
4. Approximate address of property to be developed: _____
5. Tax Serial Number of property to be developed: _____
6. Legal owner of the property to be developed: _____
7. Is the property in a flood zone? Yes _____ No _____

Detailed description of the structure, building, or other development

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Items 8 through 14 are to be completed by an authorized city official who can authorize the above development to be completed on the property as listed above.

8. **What are the required property line setbacks (in feet):**
North setback: _____ **South setback:** _____
East setback: _____ **West setback:** _____

Question 8 continued

Which setbacks face any streets (circle each): North South East West

Which setback is the building fronting (circle one): North South East West

Indicate any setback variance requirements: _____

9. City services departmental approvals (must be initialed by appropriate city employee):

Water: (initials of city employee) _____
comments: _____

Sewer: (initials of city employee) _____

Power: (initials of city employee) _____

Irrigation: (initials of city employee) _____

Fire department: (initials of city employee) _____

10. Impact Fees paid: (initials of city employee) _____

11. City services hookup fee information:

City Treasurer has received hookup fees on the following: (Indicate Amount paid and Initial)

Water _____ Sewer _____

Power _____ Irrigation _____

Is the building department authorized to issue a building permit without the hookup fees being paid?

Yes _____ No _____

12. Sketch plan has been reviewed: Yes _____ No _____

**13. Referred to the Planning Commission (if required): _____
(Date)**

**14. I _____ have examined the property owner's plans
(City Official's Name)
and found them to meet all of the Mt. Pleasant City's zoning requirements:**

Signature: _____ Date: _____

15. Property Owners Signature: _____ Date: _____

16. Contractors Signature: _____ Date: _____

Mt. Pleasant City
115 West Main
Mt. Pleasant, UT 84647
Telephone 435-462-2456 – or 2502
Fax 435-462-2581

Itemized list of connection costs

Impact fees must be paid before you get a building permit.

Connection fees must be paid before connections are made.

<u>IMPACT FEES</u>		<u>CONNECTION FEES</u>	
			(Subdivision)
Water	\$1052.00	\$ 811.00	\$ 225.00
Sewer	1579.00	150.00	150.00
Streets	1414.00		
Parks/Rec	765.00		
Power	1462.00	920.00 overhead	200.00
		950.00 underground	
Irrigation	298.00	1000.00+ 1145.00 per 1/4 acre	
Total Impact \$6,570.00			
Zoning Application	\$25.00		

Building permit: Sanpete County charges and collects.

Make sure that if you are purchasing a lot that needs to be split or has been split, check to see if the lot split is legal in that it has been approved by the Planning Commission and Council.

Each new lot created by a split requires its own irrigation connection. Make sure that the connection fee is paid or an understanding is made at the time you purchased the lot or before you build. You are ultimately responsible for the payment.

Other Information Residential Zones:

- Minimum lot size: 10,000 square feet (1/4 acre)
- Front set back: 30 feet back set back: 30 feet
- Side set back corner lot=20 feet
- Side set back (not on corner)-10 feet min for total of 24" for both sides.

If sewer extension is needed, please get specific information from Public Works and City Hall.

(Note) Single wide mobile homes may only be located in mobile home subdivision or park. Manufactured (double wide) may be located on any lot in the City, but must meet all requirements of stick built home, including permanent foundation.

Please do not hesitate to ask any questions. We will be glad to help in any way we can.

**Mt. Pleasant City Residential/Commercial
Utility Service/Update
115 West Main
Mt. Pleasant, UT 84647**

Customer Name _____ Connect Date _____
Service Address _____ Welfare Case# _____
Mailing Address _____ If Applicable _____

Phone # _____ S.S.# _____ Date of Birth _____
Drivers License Number _____ Drivers License State _____
Employer _____
Address _____

Spouse Name _____ Date of Birth _____
Maiden Name _____ S.S.# _____
Employer _____
Address _____

Name of Relative _____ Phone Number _____
Address _____

Personal Reference _____ Phone Number _____
Address _____

Renting _____ If Renting, Owners/Managers Name & Address _____ Phone Number _____

Buying _____ If Buying, Previous Owner Name & Address _____ Phone Number _____

If you plan on renting the facility do you want the Utility Services left on or do you want them shut off?

Customer Previous Address _____ Phone Number _____

IMPORTANT: IS THER A PERSON LIVING WITH YOU AT THIS ADDRESS THAT OWES MT. PLEASANT CITY A PAST UTILITY BILL..IF SO, SERVICES WILL NOT BE PROVIDED.

Yes _____ No _____

I understand that utility service billings are due when rendered and become delinquent thirty days after billing date. Should I become delinquent in payment of any such billing, Mt. Pleasant City shall have the right to demand payment of billing and a guarantee deposit to secure ninety days utility service billings or suspend my services. Mt. Pleasant will charge a \$20.00 return check fee for each returned check. Further, release is hereby given to Mt. Pleasant City to obtain any and all such information from employer(s) or references as may be deemed necessary to process this application for service or to effect collection of any unpaid balance due. I the Undersigned, hereby certify that the information given above is true and correct.

Signature of Applicant _____ Date _____

Witnessed by _____ Date _____

****Office use only – do not write in spaces below.****

Deposit amounts \$ _____ Co-Signer _____

City account # _____