



WEST VALLEY CITY

Planning & Zoning

CONDITIONAL USE APPLICATION

For property located at:

Fees: \$550 New Conditional Use
\$200 - Conditional Use Amendment
Site Plan Review: 0-5 acres - \$1,300/acre
5.1-10 acres - \$6,500 + \$600/acre
10.1 acres or more - \$9,500 + \$350/acre

Impact Fees to be paid for upon issuance of building permit

Date _____

Application # _____
(Staff Use)

Project Title _____

Property Owner* _____ Phone _____

Mailing Address _____

Applicant/Developer/Agent _____

Office Phone _____ Cell Phone _____

Mailing Address _____

E-mail Address _____

Parcel (sidwell) # _____ Legal Description: Please Attach

Total Area - Acres or Square Feet _____ Zone Designation _____

Plans must be submitted electronically. Consult staff on how to submit plans.

*Current property owner must sign application (see next page)

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____ .

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____



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CONDITIONAL USE APPLICATION INFORMATION

PUBLIC HEARINGS

A conditional use is a land use that, because of its unique characteristics or potential impact on the municipality, surrounding neighbors, or adjacent land uses, may not be compatible in some areas or may be compatible only if certain conditions are required that mitigate or eliminate the detrimental impacts. The Planning Commission holds a public hearing for all conditional use applications.

The Planning Commission meets the second and fourth Wednesday of the month and you must submit your application at least three weeks in advance of the hearing date. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Hall, 3600 Constitution Boulevard. The meeting is also available via Zoom. You or your appointed representative must be present at the public hearing at 4:00 p.m. to explain your case and answer questions. In addition, a study session/field trip is held on Wednesday at 3:30 p.m. one week prior to the hearing. The study session/field trip is open to the public; however, no public testimony may be heard or considered by the Planning Commission at this meeting.

Typically, the Planning Commission will make a final decision on your request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

A conditional use approval expires 12 months from the date the Planning Commission approval is given if the applicant does not obtain a building permit and commence construction or does not obtain a business license.

APPLICATION REQUIREMENTS

Complete the attached application form. Incomplete or inadequate information may result in your case being delayed until complete and adequate information is supplied. There is a filing fee to help defray the costs of advertising, public hearings and staff review. This is a non-refundable fee which must be submitted at the time of application and is listed on the application form. For your application to be complete, you must also submit the following:

- **Proof of Ownership** - The current property owner must be the applicant but may designate an authorized agent to act in his behalf. Proof of ownership may include a County Recorder's printout indicating ownership with corresponding parcel number, a Warranty Deed or tax notice. Other forms of proof may be submitted to the City Attorney for approval.
- **Letter of Intent** - Please include an explanation letter to outline your request.
- **Development Plans** - Attached is a checklist which will assist you in preparing the plans necessary for an application. The staff will assist you in determining what plans are required, which items should be emphasized and the detail necessary for your request. Please remember that the information you submit will be the basis for review by the Planning Commission. Be as complete as possible. If you have any questions, please ask for assistance by calling 801-963-3282.



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APPLICATION PROCESSING

All plans are to be submitted electronically in PDF format. Plans are submitted via OneDrive. Contact Planning staff for the OneDrive link. The planning staff will route the majority of these plans for comment, but the applicant will be asked to submit to agencies located outside of City Hall (see Commercial Routing Procedures). Granger-Hunter Improvement District is the entity responsible to provide water and sewer for the majority of West Valley City. Other improvement districts will be indicated by staff when necessary. A water availability letter is issued by Granger-Hunter which analyzes the service capabilities for your project after an application fee has been paid. You may also be asked to submit plans to (staff will determine which of these agencies will need to review your application):

- Utah Department of Transportation, 2010 South 2760 West - (801) 975-4808
- Salt Lake County Board of Health, 788 East Oakwood Lane (5380 South) - (385) 468-3845

All comment sheets will be compiled and submitted to the Planning Commission to aid in their decision. A copy of the staff analysis, including the comments from these agencies, is available on the Monday before the public hearing. The planning staff will be in contact with you in the week preceding the hearing to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to the hearing.

Next Planning Commission Meeting _____

Filing Deadline _____

(3 weeks prior to hearing date)

APPEALING A DECISION OF THE PLANNING COMMISSION

Any person wishing to appeal a decision of the Planning Commission must file the appeal with the Board of Adjustment within 10 business days of the final decision of the Planning Commission.



CONDITIONAL USE CHECKLIST

☐ APPLICATION FORM COMPLETE

- Fees - (See Application Form)
- Impact Fees - Will be assess at building permit issuance (check with Planner for fee estimate)

☐ DOCUMENT VERIFYING PROOF OF OWNERSHIP

☐ LETTER OF INTENT - outline in detail the proposed use

☐ SITE PLAN - (drawn accurately in terms of scale)

- Date, north arrow
- Legal description of property (from tax notice). All dimensions of the property.
- Location and dimensions of all existing and proposed improvements (i.e. building, parking, hard surfacing, landscaping)
- Motor vehicle access, parking, circulation patterns and curb cuts and intersections on site and within 150 feet
- UDOT approval (where applicable)
- Location of trash receptacles and loading area
- All proposed right-of-way in or adjacent to property (dedication and improvement of streets to comply with major street plan)
- Exterior lighting and walkways
- Development phasing and associated schedule
- All proposed and existing easement on and adjacent (50 feet) to property
- Table showing land use allocation of site (percentages of buildings, landscaping and parking)
- Fences, existing and proposed (type and height) (6' concrete or masonry wall required adjacent to a residential zone)
- All accessory/secondary buildings
- Areas used for outside storage

☐ LANDSCAPE PLAN

- Planting plan showing size, type and quantities
- Manufacturing - 5% or site required to be landscaped
- Light Industrial - 10% of site required to be landscaped
- Commercial - 15% of site required to be landscaped in C-2, 20% of site required in C-1
- Water Efficient Checklist and Worksheet
- 20 foot landscaped buffer on major arterials - See West Valley City Code, Title 7, Chapter 10

Redwood Road	I-215 Freeway	5400 South
3500-3300 South (UT 171)	4100-3900 South	6200 South
5600 West	4700 South	2700 West
2700 South	3100 South	3600 West
2100 South Freeway (UT 201)	Brud Drive East of Mountain View Corr.	Bangerter Highway
2100 South Frontage Roads	3200 West	Bacchus Highway (SR-111)
	Mountain View Corridor (SR 85)	



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☐ **IRRIGATION PLAN** (submit upon PC approval)

☐ **GRADING AND DRAINAGE PLAN** - (submit upon PC approval)

☐ **ARCHITECTURAL PLAN**

- Exterior elevations of building, showing building materials and colors
- Floor plans of structure, showing dimensions and labels of all rooms, placement of doors

☐ **TRAFFIC IMPACT STUDY** - (if required by staff/Planning Commission)

- Circulation patterns
- Capacities of existing streets

☐ **SITE LIGHTING** (can be submitted upon PC approval, except for properties adjacent to residential)

- Location and height of all light poles
- Predicted horizontal and vertical illumination levels within, at, and beyond property lines
- Photometric lighting plan

☐ **SIGN PLAN**

- Elevations of all signs, including dimensions
- Sign locations on site plan
- Sign materials and colors

Please review the following chapters/sections of the West Valley City Land Use Development and Management Act for regulation standards:

- Off-street Parking Requirements - Chapter 7-9
- Setbacks and other regulations for the applicable zone - Zones and Districts - Chapter 7-6
- Landscaping
 - Water Efficient Landscape - Chapter 7-16
 - Applicable Overlay Zone - Overlay Zones - Chapter 7-14
 - Applicable Zone - Zone and Districts - Chapter 7-6
 - Off-Street Parking Requirements - Section 7-9-112
 - Major Arterial - Chapter 7-10
- Commercial Design Standards - Section 7-11-300P
- Lighting - Off Street Parking Requirements - Section 7-9-113
- Depending on the proposed use, other portions of Title 7 may apply

**West Valley Fire Department
Fire Prevention Division
Development Guidelines**

Plan review fees will be assessed. Contact the Fire Department at 963-3336.

GENERAL PROVISIONS

- ☐ 1.* Provide fire department access roadways that are all weather driving surfaces within 150 ft of the structure and 100 feet from a fire department connection. (The only driving surfaces which are acceptable are asphalt (macadam, black top) or concrete).
- ☐ 2. Fire department access roadways shall be a minimum of 20 feet clear width and 13 feet 6 inches clear height.
- ☐ 3. When the fire department access roadways are restricted to 20 feet, the curbs of the roadways shall be painted red and signed "No Parking Fire Lane" every 500 feet in the direction of travel.
- ☐ 4.* Provide fire hydrants within 250 feet of the structures. (If the development has a new street(s) which serve structures, provide fire hydrants on both sides of the street which alternates from side to side).
 - Water mains shall be no smaller than 8-inches in diameter. Fire flow and suppression systems may require larger water mains. There shall be no dead end water main greater than 250 feet. Dead end water mains shall not supply more than two fire hydrants, or one fire hydrant and fire protection system. There shall be a control valve placed between fire hydrants and fire protection systems.
 - Fire hydrants shall be a dry barrel type with a control and drain valves at the base. They shall be equipped with two 2 ½ inch outlets and one 4 ½ inch outlet. These shall be provided with national standard threads. There shall be no obstructions within 3 feet measured from the center line of the top of the fire hydrant. The fire hydrant caps shall be vertical clear by 18 inches measured from the center line of the cap to the ground.

* Items 1 and 4 shall be installed before construction commences.

SPECIAL PROVISIONS (*When required by building or fire codes*)

- ☐ Standpipe systems and a temporary standpipe are required when the building is four stories or 150 feet in height and in occupancies as required by the building and fire codes.
- ☐ Automatic fire suppression systems (*automatic sprinkler, pre-action, deluge, clean gas, hood and duct*) plans specifications and calculations shall be submitted for review, preceding the installation of the system. All water based suppression systems shall be provided with offsite monitoring of the system equipment and water flow.
- ☐ Automatic fire alarm systems plans specifications and calculations shall be submitted for review, preceding the installation of the system.
- ☐ When hazardous, flammable and combustible materials are produced, stored, used, or waste are generated, they may require permits which are regulated by the fire department.



GRANGER-HUNTER
IMPROVEMENT DISTRICT

Availability & Plans Submittal Application and Review Checklist

https://www.ghid.org/pdf/engineering/application_and_checklist.pdf

West Valley City Public Works Department Construction Requirements

OFF-SITE IMPROVEMENT BOND/FLOOD IMPACT FEES/DEDICATION

EXECUTION OF A BOND AGREEMENT, PAYMENT OF FLOOD IMPACT FEES AND DEDICATION OF RIGHT-OF-WAY BY WARRANTY DEED ARE REQUIRED PRIOR TO SIGNING OF BUILDING PERMIT.

The following bonds are accepted:

- Cash
- Surety
- Letter of Credit

Engineering will calculate the amount of the bond and flood impact fees. For bond information, see Engineering Standards Section 5.3.

<https://www.wvc-ut.gov/DocumentCenter/View/15611/2020-WVC-Engineering-Standards-PDF>

EXCAVATION PERMIT

A right-of-way permit is required for ANY work located in the City's right-of-way. See Engineering Webpage for more information:

<https://www.wvc-ut.gov/177/Right-of-Way-Permits>

PRECONSTRUCTION MEETING

A preconstruction meeting is required prior to commencing work on off-site improvements/items listed on the off-site improvement bond. To schedule a preconstruction meeting call Michael Ferguson at (801) 963-3408 or

Michael.ferguson@wvc-ut.gov.

NUMBERS TO CALL FOR ASSISTANCE

Ryan Ramirez, Permits Officer
Kimberly Shafer, Engineering Administrative Assistant
Brad Taylor, Assistant City Engineer
Michael Ferguson, Development Review Engineer
Public Works Department Fax

EXCAVATION PERMITS	(801) 965-5842
INSPECTIONS	(801) 963-3318
	(801) 963-3319
	(801) 963-3408
	(801) 963-3540

WEST VALLEY CITY ENGINEERING STANDARDS

<https://www.wvc-ut.gov/DocumentCenter/View/15611/2020-WVC-Engineering-Standards-PDF>

WEST VALLEY CITY BUILDING INSPECTIONS

ALL COMMERCIAL PROJECTS PLAN REVIEW

Building Permit Applications and all plan submittals are done through the online permitting portal:

plportal.wvc-ut.gov/portal

The following plans should be submitted:

- ☐ 1. Site Plan
- ☐ 2. Soils report (for new buildings and additions)
- ☐ 3. **Structural calculations stamped by an Engineer** licensed with the State of Utah*
- ☐ 4. Complete **structural and architectural drawings stamped by an architect or engineer** licensed by the State of Utah*
- ☐ 5. Electrical plan with feeder diagram, load calculations, panel schedules, and service/panel locations
- ☐ 6. Plumbing plan with fixture schedule and one-line diagram for DWV system with vents, clean outs, pipe sizing, gas line diagram, and specifications
- ☐ 7. Mechanical plan with heat loss calculations, unit schedule, placement, anchorage, access, and duct work layout
- ☐ 8. Comcheck for envelope, interior and exterior lighting and mechanical
- ☐ 9. Specifications (as needed)
- ☐ 10. General and all subcontractors must be licensed with the State of Utah and a local municipality
- ☐ 11. **Before issuing**, a building permit application must be completed with all required signatures (see Routing Procedure)

*Required by the State of Utah

WEST VALLEY CITY – PERMIT ISSUANCE ROUTING PROCEDURE

(For Permitted Use and approved Conditional Uses on commercial or industrial projects)

General information:

- a) **Submit required plans for ALL departments**
- b) Submit Permitted Use or Conditional Use application to Planning & Zoning
- c) Not all departments require the same plan submittals – see attached checklist or requirements on the Conditional Use letter from Planning & Zoning
- d) All departments must sign-off on the building permit prior to permit issuance
- e) An *official* address will be assigned by Planning and Zoning
- f) **Always call before visiting** any department to eliminate extra trips
- g) **This First review can be conducted in 10 working days.**

DEPARTMENT	# PLANS SETS	FEES REQUIRED	CONTACT PERSON	PHONE #	LOCATION
Granger-Hunter Improvement District	Full set of plans including civil plans, interior plumbing and building fire protection plans	Water/sewer impact fees will be assessed. Submit plans & fees to Granger Hunter.	Engineering Department plans@ghid.org	801-968-3551	2888 S 3600 W
Fire Department	1 electronic site plan & 1 complete set of building plans	Plan Review Fee will be assessed by the Fire Inspector	Lance Nielson lance.nielson@wvc-ut.gov	801-963-3551	Room B95 - City Hall
Public Works	1 electronic plan set (site & drainage plans) – Submitted through Planning & Zoning	After review – Bonding for street, flood control improvements & flood impact fees apply (paid before Public Works signs off on permit)	Kimberly Shafer Kimberly.shafer@wvc-ut.gov	801-963-3318 fax 963-3540	Room 250 – City Hall
Planning & Zoning	1 electronic plan set (site, landscape & building elevation plans)	See <i>Permitted or Conditional Use</i> application form for list of fees. Impact fees will be assessed for roads, fire & police.	Jody Knapp jody.knapp@wvc-ut.gov	801-963-3497	Room 220 – City Hall
Building Inspections	Electronic set of building plans, site plan & structural calcs	Plan review deposit at time of submitting, based on valuation. Balance of fees when permit is issued.	Casey White casey.white@wvc-ut.gov	801-963-3316	Room 220 – City Hall
** Utah Dept. of Trans.	Contact District	Contact District	Nazee Treweek ntreweek@utah.gov	801-887-3717 fax 801-975-4979	2010 S 2760 W
** Health Department	“	Contact District	Plan Reviewer (no email)	385-468-3845	788 E Woodoak Lane (5380 S)
** Utopia	1 site utility plan	Contact District	Sylvan Stewart sstewart@utopiafiber.com	801-613-3871	5858 S 900 E
** Kearns Improvement District	“	Contact one of the following Improvement Districts if not in Granger Hunter’s Improvement District	Gloria Barajas - grios@kidwater4ut.gov Abraham Lopez – alopez@kidwater4ut.gov	968-1011	5350 W 5400 S
** Taylorsville-Bennion Imp. Dist.	“		Kevin Fenn kevin@tbid.org	968-9081	1800 W 4700 S
** Magna Improvement District	“		Brent Williams-brent@magnawater.com Kim Bailey- kim@magnawater.com	250-2118 ext 106 250-2118 ext 105	2711 S 8600 W

** See Planning & Zoning if review is required by these agencies

1/8/2026