



CITY OF  
**NORTH SALT LAKE**  
UTAH

10 East Center Street  
North Salt Lake, UT 84054  
801.335.8700  
[www.nslcity.gov](http://www.nslcity.gov)  
COMMUNITY DEVELOPMENT  
DEPARTMENT

## CONDITIONAL USE PERMIT

*For Office Use Only*

Application #: _____	Fee: <u>\$25.00</u>
Date received: _____	Paid: _____
Pre-Application Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____
Proposed Use: _____	SITE PLAN Req. Yes / No File #: _____
Public Hearing Required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date: _____
Planning Commission Date: _____	Approved: _____    Denied: _____

**Project Name:** \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant Company:** \_\_\_\_\_

Applicant Contact: \_\_\_\_\_ **Signature:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*(If different from applicant; a letter from owner consenting to submittal may be substituted for owner signature)*

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*If you have any questions about this application, please contact the  
Community Development Department at (801) 335-8700.*

*(Revised 02.03.2026)*

## **Notice to All Applicants**

**Application Deadline:** Minimum 3 weeks prior to desired Planning Commission Meeting

*Meeting this deadline does not guarantee placement on the Planning Commission agenda, which will be determined by completeness of application, conformance to required standards, and staff work load. Every effort will be made to process applications in a timely manner.*

### **APPLICATION REQUIREMENTS** *(Digital copies are always accepted and appreciated)*

- Pre-Application Review with Planner
- Complete and signed application form
- A non-refundable Conditional Use Permit review fee
- For applications requiring a public hearing
  - List of all property owners within 300' of the boundary of the proposed development
  - Stamped and addressed envelopes *(return address blank)*
- A description of the land to be developed, including questions on attached page.
- Location/Vicinity map  
*Showing where the project is located with the proposed name.*
- Sketch/Site Plan  
*A scaled drawing of and information pertaining to a proposed development site. (see attached)*

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*(Revised 02.03.2026)*

**1. Business Location Description:**

Total Building size: \_\_\_\_\_ sq. ft. New Construction: \_\_\_\_\_

Dedicated to Proposed Business: \_\_\_\_\_ sq. ft. Building Unit(s) #: \_\_\_\_\_

Other Existing Uses (multi-tenant buildings): \_\_\_\_\_

Area Dedicated To The Following Uses (sq. ft.)			
General Office		Type:	
Specialty Office		Type:	
Lab/Manufacturing/ Assembly		Description:	
On Site Warehousing		Description:	
Wholesale Sales/ Freight Warehousing		Description:	
Commercial Retail Floor Area/Display Area		Description:	
Restaurant/Assembly Seating Capacity (#)		Number of Fixed Seats:	
Outdoor Display Area		Description:	
Outdoor Storage		Description:	
Group Living: Bed Capacity		Type:	
Schools: Classrooms		Type:	
Other:		Description:	
Improved Parking Provided		ADA Parking	

**2. General Business Description:** major activities (indoor & outdoor), number of employees, equipment used, hours of operation, etc.

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*(Revised 02/03/2026)*

3. **Potential Disruptive Impacts:** (noise, chemicals, or other)

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4. **Potential Health Hazards:** (to employees, customers, others)

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5. **Traffic Generation:** Cars, trucks, deliveries, etc., (hours and frequency)

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6. **Business Plan:**

a. Future Building or Site Expansion: \_\_\_\_\_

b. Permanent or Temporary Location: \_\_\_\_\_

c. Expected Growth: \_\_\_\_\_

7. **Water/Sewer Demand:**

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8. **Environmental Impacts:** (emissions, dust, etc.)

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**Mitigation Proposal:**

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9. **For New Construction or Proposed Improvements:** (Building Materials, Colors, Signs & Landscaping)

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10. **Additional Information:**

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*(Revised 02.03.2026)*

**Sketch/site plan.** A scaled drawing and information pertaining to a proposed development site. A site plan shall include the following:

- a. The name, telephone number and business address of the developer and owner;
- b. The name, telephone number and business address of the project designer;
- c. The dimensions of the site and total acreage, with proposed density;
- d. North arrow and scale of the drawing;
- e. Vicinity map
- f. A proposed lot layout showing approximate size of each lot;
- g. A description of the type of culinary and irrigation water systems proposed; also, documentation of water rights and secondary water shares;
- h. A description of those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA;
- i. Locations and names of existing and proposed buildings;
- j. Locations and names of existing and proposed streets;
- k. Public and private easements related to site, including trails and parks as indicated in the parks, trails and recreation study and plan;
- l. Existing survey monuments;
- m. Watercourses and impoundments;
- n. Location and description of existing and proposed vegetation;
- o. Location of proposed parking;
- p. Location and size of utility service (water, sewer, power, gas, telephone cable) lines;
- q. Location of proposed or sewer connection;
- r. Preliminary location of all proposed on-site uses and desired improvements (and off-site improvements if considered essential at this stage). The plan is to convey information that is necessary to determine feasibility and identify problems that need to be solved in the preliminary design plan.