



BOUNTIFUL CITY
PLANNING DEPARTMENT
795 SOUTH MAIN STREET
BOUNTIFUL, UT 84010
801.298.6190
PLANNING@BOUNTIFUL.GOV

HOME OCCUPATION

FOR OFFICE USE ONLY:

ADMINISTRATION COMMITTEE ACTION & DATE:	DATE RECEIVED:
HOME OCCUPATION FEE	\$ 275

PROJECT INFORMATION

BUSINESS TYPE	
ADDRESS:	
PHONE:	
EMAIL:	
BUSINESS DESCRIPTION:	

APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE NUMBER:

E-MAIL:

**ONLY COMPLETE APPLICATIONS WILL PROCESSED AND ACCEPTED.
APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION WILL BE DEEMED
INCOMPLETE AND RETURNED TO THE APPLICANT.**

1. Project description typed to include the following:
 - a. How does the proposed project fit with surrounding properties and uses?
 - b. In what ways does the project not fit with the surrounding properties and uses?
 - c. What will you do to mitigate the potential conflicts with surrounding properties and uses?

2. A certified topographical boundary survey of the existing site prepared and stamped by a license surveyor drawn to scale with two-foot (2') contours, which includes the following:
 - a. Complete address(es) and parcel number(s).
 - b. Lot/parcel size and property lines with dimensions, etc.
 - c. Footprints(s) of all existing buildings, structures, and other improvements on the site, including to but not limited to, paved surfaces, driveways, walkways, fences, retaining walls, features, etc.
 - d. Location of all existing structures within fifty feet (50') on immediately adjoining properties.
 - e. Existing utility locations.
 - f. Existing public infrastructure improvements (i.e., curb gutter, sidewalk, streets) together with existing easements and rights-of-way.
 - g. Existing drainage facilities.
 - h. Existing vegetation.
 - i. Existing on- and off-street circulation and parking.

3. Proposed Site Plan of the subject site which includes:
 - a. Drawn to scale, north arrow, legend, date of the drawing.
 - b. Complete address(es) and parcel number(s).
 - c. Lot/parcel size and
 - d. property lines with dimensions, etc. (consistent with the submitted survey, see item 5)

- e. Proposed footprint(s) of all building, structures, and other improvements on the site, including to but not limited to, paved surfaces, driveways, walkways, fences, retaining walls, etc.
- f. Location of all existing structures within fifty feet (50') on immediately adjoining properties (consistent with the submitted survey, see item 5).
- g. Location and types of landscaping and/or fencing and screening, including proposed sprinkling and irrigation systems. (May be provided separately).
- h. Location of existing and proposed utilities (i.e., power, water, sewer, gas, telephone, storm drains) and other public infrastructure improvements (i.e., curb, gutter, sidewalk, streets) together with existing easements and rights-of-way. A separate Utilities Plan may be provided.
- i. Design of ingress and egress to provide a functional on-site traffic flow and to prevent interference with traffic on adjacent streets.
- j. Off-street parking and loading facilities in compliance with the off-street parking and loading standards as set forth in Ch. 18 of the Land Use Code, including provisions for pedestrians and disabled.
- k. Existing and proposed contours, and spot elevations. A separate Grading Plan may be provided.
- l. Preliminary Drainage Plan (may be provided separately).
- m. Demolition plan, if applicable (may be provided separately).

IF APPLICANT IS NOT OWNER, APPLICANT MUST SUBMIT NOTARIZED AUTHORIZATION FROM ALL PROPERTY OWNERS.

1. Provide a written statement describing the request.
2. Copies of any applicable documentation that proves the legality of the non-conforming use (i.e., building permits, tax records, etc.).
3. Photographs of the site showing the non-complying structure and/or non-conforming use

PROPERTY OWNER’S AFFIDAVIT

I _____, being first duly sworn, depose and say that I am the current owner of the property involved in this application. I have read the application, including the signed acknowledgement of responsibility below, and have attached plans, other exhibits, etc., and I am familiar with its contents; and those said contents are in all respects true and correct based upon my personal knowledge.

Owner’s Signature _____

State of Utah)
County of Davis)

Subscribed and sworn to before me this _____ day of _____,

Notary Public:

AGENT AUTHORIZATION

I, _____, the owner of the real property located at _____, in Bountiful City, Utah 84010, do

hereby appoint _____, as my agent to represent me regarding this application affecting the above-described real property and authorize the agent to appear on my behalf before any City board or commission considering this application.

Owner’s Signature _____

State of Utah)
County of Davis)

On the _____ day of _____, 20____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public:

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regards to this request. This application should be processed in my name, and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the Bountiful City Land Use Code for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified of such. I will keep myself informed of the deadlines for submission of material and the progress of this application.

Name of Applicant (printed):

Signature of Applicant: _____ Date:

Note: The property owner's affidavit must be signed (and notarized) by each property owner, additional sheets must be submitted in cases of multiple owners. If the applicant is not an owner, the applicant must submit a notarized agent authorization form from all property owners and authorized agents. Additional: If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership. If a Homeowner's Association (HOA) is the applicant than the representative/president must attach a notarized letter stating the request is authorized by the HOA and follows applicable provisions found in the CC&Rs, By-Laws, Articles