



Mendon City Land Use Authority

Zoning Clearance Application

Fee: \$75

Date Received	By	Receipt #	Amount	Payment Type/Check#

1. The items in the attached checklist MUST accompany this application at the time of submission.
2. The application fee is non-refundable
3. Your greenbelt taxation status and value of your property may change by proceeding with this application. Please contact the County Assessor's Office for more information.
4. Do not submit for a building permit until a zoning clearance has been approved and received.

Location

Parcel/Tax ID number: _____ - _____ - _____ Total Acreage: _____ Zone(s) _____

Property Address: _____

Proposed Structure(s)

1. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural
Dimensions: _____, Sq Ft (above grade): _____, Height: _____
2. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural
Dimensions: _____, Sq Ft (above grade): _____, Height: _____

*Agricultural - Must meet the State Code §15A-1-202 requirements and include Agricultural Building Statement with the application.

Land Disturbance Information

The proposed amount of land being disturbed for any development _____ sq ft

Land Disturbing Activity: Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, and excavation.

Agent Contact Information

Agent: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information

Owner: _____ Email: _____

Phone: _____ Mailing Address: _____

Acknowledgment

I acknowledge that I have provided a complete application and if approved, this property will be given a zoning clearance for the parcel identified. Any changes in type of structure or placement will require a new zoning clearance. Approval of a zoning clearance is not a waiver of compliance with the zoning ordinance nor is it a conditional use permit.

Signature

Date

Application Checklist

A complete application must include the items noted below, unless specified otherwise. Further information may be required by staff, other departments and agencies, and/or the authority that reviews the application based on the proposed use/development. Applications are accepted in person or submitted online at LandUseStaff@MendonCityUtah.gov. Incomplete applications will not be accepted.

Required:

1. Site Plan
2. Floor plan(s) of all levels
3. Elevation(s)
4. Final Lot Grading Plan
5. Culinary Water Verification
(If lot is not part of a subdivision, please contact Mendon City Public Works to verify access to culinary water. Location of water access and Public Works stamp/signature will be placed on the Site Plan)
6. Sanitation/Health Department approval
Bear River Health Department
85 East 1800 North, North Logan
435-792-6570
7. Fee amount: \$75.00

The following may be required:

1. Agent letter
(If the applicant is not the owner, Trust, LLC, or similar organization, the applicant must provide documentation that the signatory has the authority to act for the entity or provide a signed Agent Letter.)
2. Sensitive Areas Analysis (excessive slope, wetlands, flood plains, etc.)
3. Agricultural Building Statement
Signed acknowledgment specifying the structure use is only for domestic animals, animal feed, and/or farm equipment for the raising of animals or tilling the soil for crops. Any other non-habitable use is an Accessory Structure and requires a building permit. State Code 15A-1-202

Review Process

1. The Mendon City Land Use Authority will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project. Incomplete applications will not be accepted and will be returned to the applicant.
2. Complete applications are forwarded to the necessary individuals/departments for review and comments. The reviews are submitted to the Land Use Authority for a final decision.
3. The review process for a completed zoning clearance application may take several weeks from the time it is received and paid.

Internal Use Only

- ☐ Application Checklist complete
- ☐ Fee received
- ☐ Public Works verification complete
- ☐ Applicant notified

Site Plan Requirements

A site plan is a top view or bird's eye view of the property. Site plans must be **drawn to scale** with dimensions in feet, be the same site plan submitted with construction drawings, and include the following:

- ☐ Owner's name and property address;
North arrow;
- ☐ Show all property lines;
- ☐ Show and label footprint of all existing and proposed structure(s);
- ☐ Show distances between proposed structure(s) and property lines (front, side and rear setbacks);
- ☐ Show driveway(s) existing and proposed location(s) from public or private roadway(s), width(s), name of road(s) providing access to proposed driveway(s);
- ☐ Show location of existing or proposed propane tank(s), wells, and septic systems including drain fields, power boxes, etc., show the distance to property lines and structures;
- ☐ Easements (right-of-way, utility, and waterway), if applicable;
Sensitive Areas as noted on the GIS Summary.

Incomplete/inadequate site plans will not be accepted.

Example Site Plan (Drawn to Scale)

