

STAFF USE ONLY
GL: 103413100 Dist Code: 323

FEE: \$100

Is a Conditional Use Permit Application Required? Yes No



SARATOGA
SPRINGS
PLANNING

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

**CHANGE OF USE PERMIT APPLICATION
UPDATED JANUARY 2021**

PROJECT NAME: _____

Type of Business: _____

Property Owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Applicant / Authorized Agent: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Change of Use Location: _____ **Zoning:** _____

Surrounding land uses/businesses: _____

Hours of operation: _____ **Number of employees on highest shift:** _____

Size of Building or Tenant Space: _____ **Number of existing parking stalls:** _____

Supporting Materials

In an effort to provide the best service and most efficient review of your application, no planning application will be accepted unless the application is determined to be complete, containing all items on the application checklist. Submit the signed application and supporting materials to Planning@SaratogaSpringsCity.com. Please contact the Planning Department Administrative Assistant at 801-766-9793 x155 with questions.

Plans will be routed for review the first business day after they are accepted. Once routed, most applications will receive a response within 10 business days. A Comment Review Meeting (CRM) may be scheduled 10 business days after the plans are routed and are generally held Thursday mornings. Reviews may require additional time for large projects or those with complex circumstances; in these instances the City will notify the applicant of the extended review period.

STAFF USE ONLY:

Anticipated review of 10 business days

Anticipated review of more than 10 business days

19.13.06. Change of Use Permit.

1. In General. This section is intended to provide a process for reviewing the conversion of an existing structure or site from its current or previous use to a different or new activity or use.
2. A different or new type of activity or use is a use that falls under a different category in the use tables in 19.04.
3. Standards. Any change of use shall meet the following criteria:
 - a. The new use is an allowed use in the zone; if the new use is a conditional use in the zone, the conditional use process shall be followed.
 - b. Signage and parking for the new use shall comply with all standards in place at time of conversion. i. If the existing use is a nonconforming use, the new or different activity or use with the same or lower parking requirement may be placed without additional conditions. If the new or different use has a higher parking requirement, the new parking requirements shall be met.
 - c. Increased parking requirements or external changes to the site or structure for the new use shall require a site plan amendment.
 - d. A use that does not fall under a permitted or conditional use in the tables in 19.04 for the applicable zone shall not be eligible for a Change of Use Permit.
4. The Planning Director shall follow the process outlined in 19.13 for decisions of the Planning Director.

Application Materials:

Applicant	City Staff	<i>Please check the applicable box to indicate the materials have been included with the application.</i>
		<input type="checkbox"/> Application in pdf form.
		<input type="checkbox"/> Fee: \$100.00

Application Considerations:

How many parking stalls exist? _____

Does the Code require more parking for the new use? Yes No

If yes, how will the parking requirement be met?

APPLICANT ACKNOWLEDGMENT:

I hereby certify that I have read the information contained in this application form and that I have provided the required application materials.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____