

BICKNELL TOWN INCORPORATED
P.O. BOX 96
BICKNELL, UTAH 84715



PROCEDURES FOR A CONDITIONAL USE REQUEST

1. Applicants must submit a completed application form and pay the non-refundable application fee to the Town Staff.
2. Town Staff will review the application and if complete and the fee is paid will place the applicant on the agenda for the upcoming Planning and Zoning meeting.
3. The Planning and Zoning Commission will consider the application and if everything is in order a Public Hearing will be scheduled and advertised as required by law.
4. Letters of notification will be sent to nearby neighbors to the subject property, as well as the applicant or agent.
5. At the Public Hearing applicant will present their request and time will be allowed for any public comments from citizens.
6. The Planning Commission will then approve, deny, or approve with conditions.
7. The Planning Commission will send their recommendations to the Town Council.
8. The Town Council will then approve, deny, or approve with conditions at their next scheduled Town Council meeting.
9. If conditional use is approved the zoning map will be amended.
10. The entire process of changing to a conditional use usually requires two or three months to complete, barring any complications.

BICKNELL TOWN INCORPORATED
P.O. BOX 96
BICKNELL, UTAH 84715



REQUEST FOR CONDITIONAL USE

FEE: \$50

OwnerName: _____ Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Phone: _____

PARCEL #: _____ LOCATION AND LEGAL DESCRIPTION OF PROPERTY:

CURRENT ZONE: _____ PROPOSED ZONE: _____

INTENDED USE AND REASON FOR Conditional Use: _____

I (we) certify that the proposed Conditional Use will conform to the Bicknell Town Zoning Ordinance and that no changes will be made without prior approval.

Owner's Signature

Planning Commission Action: **Approve** **Deny** **Approve with Conditions**

COMMENTS: _____

Signature - Planning Commission Chair Date