



COMMUNITY DEVELOPMENT

152 East 100 North Vernal, Utah

435-781-5336

Communication Tower Permit Application Packet

Building Permit Checklist	Required at Submittal of Application	Required Signatures	Office Use Only
Owners Signature on all Required Forms		Owner/Agent	
Commercial Building Permit Application Form (in this packet)		Owner/Agent	
Proof of Ownership (this could be the most current tax statement or the property information sheet)			
FEMA Floodplain Information (see question 2 below)		Owner/Agent	
Agreement for Electrical Meter (in this packet)		Owner/Agent	
Commercial Site Plan Application and Checklist (in this packet)(must follow County Code 17.30)		Owner/Agent	
Geotechnical Data (must show that the soils are suitable for the proposed structure)		Engineer	
2 Complete Legible, to scale Sets of Building Plans		Engineer and Architect	
Fire Marshal Approval (the Fire Marshal review will be concurrent with our plan check) for more information contact Jeremy Raymond, the Fire Marshal, at (435)781-6756.		Fire Marshal	
Canal Company Letter (when there is a canal on or adjacent to your property)		Canal Company	
FAA Approval (see question 1 below)			
Conditional Use Permit (CUP) (see question 4 below)		Uintah County Planner	

*****Incomplete Applications WILL NOT Be Accepted*****

1- Will your building be located within zone A, B or C of the airport? Yes No.

Approval from the FAA (Federal Aviation Administration) is required for towers with height greater than twenty (20) feet. See www.faa.gov for more information. (The applicable form is 7460_1.)

If no or you are not sure, please check the status of your property with the Community Development Department.

2- Is there any FEMA Floodplain located on your property? Yes No.

If yes or you are not sure, please check with the Community Development Department.

3- Are there any soil problems/issues on your property or in the surrounding area? Yes No

If yes or you are not sure, please contact the Community Development Department.

4- Conditional Use Permit Approval? Yes No

You must have approval of a CUP for a communications tower prior to obtaining a building permit. Note: an approved site plan must be included in the CUP.

My signature below indicates that I have carefully reviewed and verified that all of the above items have been included with my application. I have checked each item or indicated N/A for items that do not apply. I have ensured that my plans and application are complete.

Owner or Authorized Agent Signature _____ Date _____



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COMMUNICATION TOWER BUILDING PERMIT APPLICATION

Owner of Property _____ **Phone Number** _____

Applicant (if not owner) _____ **Phone Number** _____

Mailing Address _____ **City** _____

Building Address _____ **City** _____

Tax ID (Parcel) Number _____ **GPS Coordinates** (if applicable) _____

Email _____

Type of Improvement Equipment upgrade Addition Remodel Demo Pre-Manufactured Building Moving

New Communication Tower Other _____

Proposed Use of Structure _____

Number of Stories or Height _____ **Value of Construction** _____

Main Floor sqft _____ **2nd Floor sqft** _____ **Additional Floors sqft** _____

Architect _____ **License Number** _____

Email _____ **Phone Number** _____

Engineer _____ **License Number** _____

Email _____ **Phone Number** _____

General Contractor _____ **License Number** _____

Email _____ **Phone Number** _____

Signature _____

A complete list of contractors used will be required before Certificate of Occupancy will be issued.

By signing below I understand and agree to the following:

1. Deposit amount paid at the time of application is nonrefundable but will be credited towards the final cost of the plan check total.
2. Proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.
3. All information listed on this application is true and accurate, to the best of my knowledge and any misrepresentation may result in the denial or revocation of this permit.
4. I hereby agree to provide new information in the event any changes are made, including any changes to the listed contractors. I shall inform the Community Development Department prior to any work commencing.
5. An approved inspection is required every 180 days from the date of issuance or permit will expire and be null & void. I may enquire with the Building Official for any request for extensions.
6. I may apply for a building permit refund up to 90 days after the approval date and prior to commencement of work. Maximum refund may be up to 80% of permit fee, and will be determined by the Building Official.

Owner or Authorized Agent Signature _____ **Application Date** _____

Printed Name of Signee _____



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Commercial Site Plan Application and Checklist

Owner of Property _____ Phone Number _____
Applicant (if not owner) _____ Phone Number _____
Building Address _____ City _____
Tax ID (Parcel) Number _____ GPS Coordinates (if applicable) _____
Current Zoning _____ Proposed Use of Property _____
Email _____

For Office Use Only			
Fee \$200.00	Date Paid	Receipt #	Plans Submitted: Yes No

SITE PLAN MUST INCLUDE THE FOLLOWING ITEMS

- Site Plan must be prepared by a licensed professional and meet the Design Ordinance (attached)
- Site Plan drawn to scale
- North indicator
- Dimensions and orientation of parcel
- Location of buildings and structures, existing and proposed
- Setbacks from all property lines, street(s) and other structures
- Dumpster location (show enclosure detail)
- Location and size of points of entry and exit to property and surface type
- Location of existing and proposed lighting devices (lighting plan)
- Landscaping plan and open space (with required amount of landscaping)
- Location of walls and fences, including height and construction materials
- Location and size of any on-site signs
- Location and layout of off-street parking and loading facilities along with surface type
- Screening plan (when applicable)
- Front (side facing street) elevation and an elevation for any side of the building that is facing an existing residence
- Height of existing and proposed buildings
- Proposed use of structures shown on the plot plan
- Location of any existing utility lines
- Location of all easements, right-of-ways, canals, ditches, drainages that are located on the property
- Location of wells and/or septic systems
- Storm water run-off calculations and storm water retention (100 year flood)
- Location of fire hydrants
- Location of any FEMA Floodplain (when applicable)
- FAA Federal Aviation Administration height approval (when applicable)

Owner or Authorized Agent Signature _____ Date _____

Chapter 17.30 - SITE PLAN REGULATIONS

17.30.010 - Objectives and characteristics of regulations.

A. This chapter has been established for the primary purpose of ensuring that future commercial/industrial development enhances Uintah County. The regulations provide prospective developers with a clear statement of the development requirements for multi-family dwellings with more than four units, commercial and industrial developments, churches, schools, or other non-residential or non-agricultural uses.

B. In order to accomplish the objectives and purposes of this title, and to stabilize and protect the essential characteristics of the commercial and industrial zones, the regulations set out in this chapter shall apply to all multi-family dwellings with more than four units, and commercial/industrial uses as well as expansions to existing developments where the proposal will expand the use by thirty (30) percent from the most recently approved site plan.

C. These guidelines address the visual image of all uses within commercial and industrial developments. Building envelopes that are well proportioned and aesthetically interesting on all visible sides are encouraged.

17.30.020 - Dumpsters and garbage collection systems.

A dumpster or other garbage collection system is required. All garbage collection systems shall be in an enclosed, sight obscuring, fenced area that is a minimum of six feet tall.

17.30.030 - Access to parking areas.

All accesses and required parking areas for any multi-family dwellings with more than four units and commercial/industrial uses shall be asphalt or concrete, and must be connected to both a public or approved private street and to the required parking area, unless the public street that provides access to the site is a dirt or gravel road.

17.30.040 - Stormwater.

Stormwater must be retained on site and infrastructure must accommodate the 100-year storm event. The stormwater system shall be design by a qualified engineer.

17.30.050 - Outdoor lighting.

All applications shall include an exterior lighting plan. Lighting plans must comply with Section 17.33.020C.1.g. of this title. The lighting plan shall:

- A. Show all outdoor lighting fixtures with model type, location, and height. The plan shall show ground lighting levels with either an iso footcandles plan or photometric grid. The maximum allowable footcandles (fc) at property lines abutting residential uses is 0.5 fc. The maximum height of outdoor lighting shall be twenty-five (25) feet.
- B. Prevent glare onto adjacent properties and into the sky. All lighting shall be directed downward unless lighting a flag, sign or similar feature and is approved by the land use authority.

17.30.060 - Landscaping.

A land scape plan is required except in the I-1, I-2 and MG-1 zones. Landscaping plans shall be approved by the land use authority.

- A. Ten percent of the area used for the use shall be landscaped. Sixty (60) percent of the landscaped areas shall have vegetative cover when vegetation reaches maturity.
- B. Landscaping in accordance with the approved plan shall be installed or bonded for prior to obtaining a certificate of occupancy for the building. Erosion control must be undertaken when seasonal conditions do not permit immediate planting.
- C. Each owner shall maintain landscaped areas of their property, including the replacement of dead and unhealthy plant materials. The site shall be kept free of weeds, dead or unhealthy plants, and shall maintain conformance to the approved design.

17.30.070 - Fee required.

Application Fee. A nonrefundable application fee as set forth in the county fee schedule must accompany each submittal.

17.30.080 - Design review requirements.

The land use authority is responsible for reviewing plans for all development, including, but not limited to, construction of any type, outdoor storage, landscaping, lighting, signage and deed restrictions. All plans shall be reviewed by the land use authority to determine their compliance with county land use ordinances and the administrative manual.

17.30.090 - Related ordinances.

The following chapters of the Uintah County Code apply to all multi-family dwellings with more than four units, commercial/industrial uses within Uintah County:

- A. Fencing and Screening. See Fence Regulation [Section 17.27.30](#)
- B. Signs. See Sign Regulation [Chapter 17.29](#)
- C. Parking. See Parking Regulations [Chapter 17.28](#)

17.30.100 - Additional requirements.

When an industrial use is located on property that has frontage on a state or federal highway a screening plan must be approved by the land use authority. The screening must obstruct the view of the industrial use from the highway. Some examples of screening that could be used include:

- A. Trees.
- B. Other types of tall vegetation.
- C. Landscaped berms, etc.
- D. Fences/walls.

17.30.110 - Uses located within the urban boundary.

When a multi-family dwellings with more than four units or commercial/industrial building is located along a state or federal highway, Main Street or Aggie Boulevard within the "Urban Boundary" (see map in Appendix A) all building facades facing public or private streets or adjacent residences shall be constructed of one or more of the following materials:

- A. Masonry, including stone, brick, terra cotta, architectural pre-cast concrete, cast stone, prefabricated brick panels and stucco, glass and glass block, and or wood products. Up to forty (40) percent of the facade may be of another type of material that is integrated into the architectural design.

Appendix - A

