



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

Applicable Fees Paid: _____

Town of Manila

Standard Application Form – Land Use

Applicant Checklist

Purpose of this checklist:

This checklist is provided to help applicants make sure they have all required information and supporting documents needed when submitting a Standard Land Use Application to the Town of Manila. Applicants should review the checklist before submitting their application to help ensure that the application package is complete and to reduce delays caused by missing information or documentation.

1. General Application & Submission Requirements

- ☐ Complete application submitted at least **10 days prior** to the Planning & Zoning Commission meeting (held on the 1st Thursday of the month).
- ☐ Application filled out completely, including all required applicant and owner signatures.
- ☐ Appropriate supplemental form(s) included with the main application.

2. Type of Request Identified

- ☐ Selected the applicable land use request type:
 - ☐ Subdivision (minor)
 - ☐ Subdivision (concept plan)
 - ☐ Subdivision (preliminary plat)
 - ☐ Subdivision (final plat)
 - ☐ Subdivision (amendment)
 - ☐ Conditional Use Permit
 - ☐ Ordinance Amendment
 - ☐ Annexation
 - ☐ Zoning Map Amendment



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- ☐ Appeal to Board of Adjustment
- ☐ Variance
- ☐ Master Site Plan

3. Site Information

- ☐ Property site address provided.
- ☐ County Parcel Number(s) provided.
- ☐ Property acreage provided.
- ☐ Current zoning district(s) identified.
- ☐ Proposed new zone identified (required for rezones/zoning map amendments only).

4. Applicant Information & Certification

- ☐ Applicant's full name provided.
- ☐ Applicant's mailing address provided.
- ☐ Applicant's phone number provided.
- ☐ Applicant's email address provided.
- ☐ Applicant certification statement read and understood.
- ☐ Applicant signature and date provided certifying information is correct to the best of their knowledge.

5. Property Owner Information & Consent

- ☐ Property owner's full name provided.
- ☐ Property owner's mailing address provided.
- ☐ Property owner's phone number provided.
- ☐ Property owner's email address provided.
- ☐ Property owner consent statement read and understood.
- ☐ Property owner signature and date provided consenting to the application and allowing Town of Manila staff entry for site inspections.

6. Applicant's Final Review Before Submission

- ☐ All fields on the Standard Application Form are fully completed.



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- ☐ Specific request type is clearly checked.
- ☐ Both Applicant and Property Owner signatures and dates are present.
- ☐ Required supplemental land use forms and attachments are included.
- ☐ Application fee confirmed with the Town.
- ☐ Applicant has retained a complete copy of the application and attachments for their records.

7. Town Review — *For Office Use Only*

- ☐ Application received.
- ☐ Application Number assigned: _____
- ☐ Application Date recorded: _____
- ☐ Required Fee calculated: \$_____
- ☐ Fee Payment Verified: [] Paid
- ☐ Cross Reference file/number noted: _____
- ☐ Application reviewed for completeness.
- ☐ Referred to Planning & Zoning Commission / appropriate Town officials.

Statutory & Code References

Town of Manila Code & Ordinances

- Zoning Ordinance § 505: Site Plan and Land Use Submissions — Mandates complete property details, site layout plans, parcel numbers, and current zoning designations for land use reviews.
- Subdivision Regulations (Concept, Preliminary, Final Plat, & Amendments): Dictates procedures for dividing land, lot boundary adjustments, right-of-way dedications, and required infrastructure design approvals.
- Conditional Use Regulations: Governs discretionary land uses that require specific site plan review, public notices, and conditional operating constraints.
- Zoning Map & Text Ordinance Amendments: Establishes standards and procedures for property rezones and modifications to the local land development code.
- Master Site Plan & Variance Regulations: Outlines guidelines for commercial or multi-unit development plans and requirements for hardship relief granted by the Board of Adjustment.



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Utah Code Annotated (UCA)

- UCA Title 10, Chapter 9a (Municipal Land Use, Development, and Management Act - LUDMA):
 - UCA § 10-9a-509: Application Review Procedures and Vested Rights — Governs the rules for submitting complete land use applications, fees, and vested entitlement rights.
 - UCA § 10-9a-601 et seq.: Subdivisions — Standardizes procedures for concept plans, preliminary/final plats, minor subdivisions, and plat amendments across Utah municipalities.
 - UCA § 10-9a-507: Conditional Uses — Sets state parameters for evaluating conditional use permit applications and imposing reasonable conditions.
 - UCA § 10-9a-702: Variances — Establishes strict statutory criteria that an applicant must satisfy to receive a land use variance.
 - UCA § 10-9a-201 et seq.: Public Notice Requirements — Governs statutory public hearing and notice obligations for rezonings, ordinance amendments, and land development decisions.
- UCA Title 10, Chapter 2, Part 4 (Annexation): Dictates state statutory procedures for annexing contiguous properties into municipal boundaries.

Important Reminder

Submitting a Standard Land Use Application does not constitute approval of the request. Applicants should not assume approval until the Town has completed its formal review and official action has been taken. Complete applications must be submitted at least **10 days prior** to the Planning & Zoning Commission meeting (1st Thursday of the month).

Town of Manila

145 East Highway 43

P.O. Box 189

Manila, Utah 84046

Phone: 435-784-3143 | Email: matteef@manilautah.com

Website: www.manilautah.gov