



APPLICATION FOR A SHORT TERM RENTAL IN MANILA TOWN LIMITS

PLEASE RETURN COMPLETED APPLICATION AND ALL NECESSARY INFORMATION TO
THE PLANNING AND ZONING SECRETARY LOCATED IN THE MANILA TOWN OFFICE AT
LEAST 7 DAYS BEFORE REQUESTING PLANNING AND ZONING APPROVAL

THE PLANNING AND ZONING BOARD MEET THE FIRST MONDAY OF EVERY MONTH IN
THE TOWN OF MANILA CONFERENCE ROOM (145 E. HWY 43)

APPLICATION FOR A SHORT TERM RENTAL DOCUMENTATION

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CHECK LIST:

The following information shall be contained in the application and provided to the Planning and Zoning Secretary.

1. ___ Complete application signed by the owner(s).
2. ___ Proof of ownership of property.
3. ___ Site plan, including parking area.
4. ___ Proof of valid insurance.
5. ___ Floor plan drawn to scale with dimensions.
6. ___ Zone designations and street address for property.
7. ___ If direct vehicular access from the property to a public street is not shown on the site plan, the application must include a temporary access easement from the owners of each property over which vehicles must pass to access the property. All temporary access easements shall be signed and notarized by the owner or owners of the property or properties granting the temporary access easement. Upon the termination of any temporary access easement, it shall be the responsibility of the owner(s) to obtain a replacement temporary access easement or it shall be cause for termination of the license.
8. ___ Copies of current valid county sales tax collection and accounting numbers in the name of owners.
9. ___ The name, address, and contact information including a 24-hour contact phone number for the person managing the property.
10. ___ Inspection by a building inspector and by the Manila fire chief.
11. ___ A signed acknowledgement on the application, that the owner(s) have read all of the Towns regulations pertaining to the operation of a short term rental.
12. ___ The owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.
13. ___ A photocopy of contact sign (description of sign can be found in rules and regulations).

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ARTICLE 20

Section 2001. Definitions

The following words and phrases shall have the definitions and meanings set forth below. If any words or phrases are defined elsewhere in this code, and there is a contradiction as to their meaning, the definitions set forth in this section shall control the Short-Term Rental Ordinance.

1. Application: The application for a Short-Term Rental shall be a Conditional Use Permit for a short term rental.
2. Complete Application: Shall mean an application that has satisfied all the submittal requirements set forth in this Short-Term Rental Ordinance and otherwise complies with all the criteria required for the issuance of a Short-Term Rental Conditional Use Permit.
3. Floor Plan: Shall mean a level-by-level plan of the rental property with labeling of all enclosed spaces within the structure and dimensions, including without limitation, all sleeping areas.
4. Nightly/Short Term Rental: Shall mean the rental of a dwelling unit or a portion thereof for less than thirty (30) days. Nightly rental does not include the use of a dwelling for commercial uses.
5. Guest Room: A room which is designed for occupancy by one (1) or more guests for sleeping purposes but having no cooking facilities and not including dormitories.
6. Owner: Shall mean owner of record, recorded in Daggett County Recorder's office, of the residence for which a short-term rental conditional use permit is sought or has been issued to. The owner may be a person, or any form of business entity recognized by the State of Utah. If the Owner is a form of business entity, the business entity shall maintain current registration with the Utah Department of Commerce.
7. Property or Short-Term Rental Property: Shall mean all such residences or dwelling units used for short term rental purposes.
8. Property Management Company: Shall mean the owner's agent for renting the property, if any.
9. Sleeping Area: Shall mean any room that has a bed, bunk beds, daybed, or other furniture for sleeping, including, and without limitation, pull out couch or futon. To be a valid sleeping area the sleeping area shall have appropriate exits, ceiling heights, and windows. A sleeping area shall require a minimum of 100 square feet of floor space.
10. Transient: Shall mean occupancy of a dwelling unit or sleeping unit for not more than 30 days.
11. Use with Criteria: Shall mean the land use approval process contained in the Town of

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Manila Ordinances; provided however, if there are any conflicts, contradictions, or differences between the process and requirements set out in the town ordinances and the process and requirements set out in the short-term rental ordinance, the terms and conditions in this short-term rental ordinance shall control.

12. Parking Space: Shall mean area with a width of not less than 9 feet and a length of not less than 18 feet located within the designated garages, or on impermeable surfaces such as asphalt, concrete, or gravel.
13. Valid Objection: Shall mean an objection based on:
 - A. The Owner's failure to file a complete application; or,
 - B. The Owner's failure to meet any of the required criteria for the issuance of a short-term rental conditional use permit.
 - C. The limit for the number of short term rentals allowed within the Town's boundaries has been reached. The current limit is 15 short-term rental units.

Section 2002. General Provisions

It shall be unlawful for any person to rent for less than thirty (30) days a residence without possessing and maintaining a conditional use permit as required by this ordinance. For this ordinance, the word permit shall mean the same as conditional use permit. Only the owner(s), as defined in the ordinance, shall be allowed to hold a permit. No more than 15 permits for short-term rentals shall be issued at any time. Upon the revocation or failure to renew an existing permit, Manila shall issue a new permit to the next Owner(s) who applies for such permit and demonstrates compliance with all standards, regulations, and requirements set forth herein. A residence providing short term rentals, when allowed as a conditional use shall be approved in the conditions stated below.

1. Term of Permit: All permits issued for short term rentals shall be good for the term matching the associated business license.
2. Conditional Use Permits: Shall only be issued to the owner(s) of the property.
3. Continued Compliance – Proof of insurance, Active Utah State Tax Account Numbers must be provided to the Planning and Zoning Secretary. Inspections are required from the fire chief as well as the building inspector in order to renew the conditional use Permit. (\$100 initial inspection and \$100 yearly inspection fees)
4. Owner: Each owner and his agent renting or leasing a short term residential rental unit

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shall maintain that unit in a condition fit for human habitation and in accordance with this ordinance and the rules of the Tri-County Health Department. Each short term residential rental unit shall have electrical systems, heating, sanitation plumbing, and hot and cold water.

5. Units: Each unit shall pass a safety inspection by the Town of Manila Building Official and pay the appropriate fees for the said inspection which is listed in this packet.
6. Sales and transfer of property: In the event of a sale or other transfer of property containing a permit as a short-term rental unit, the purchaser or transferee of the property shall be required to apply for a new conditional use permit within forty-five (45) days of the date of purchase or transfer. If the purchaser or transferee fails to apply for a new permit within said 45 days, the conditional use permit will be forfeited, and the owner must re- apply for a short-term conditional use permit.
7. Register of guests: Each short term residential rental property owner shall keep a register of guests. Such registration or list shall include the names and addresses of all guests and be available for inspection by the Building Official or law enforcement at any time.
8. HOA: Must comply with all Homeowner's Association (HOA) rules and regulations. If short term rentals are not allowed, then said HOA rules shall apply.

Section 2003. Application Requirements

1. The applications for a conditional use permit for short term rental of residential property must fill out and complete and pay all required fees before the application will be considered.
2. The conditions for approval will be questions on applications and must be met to be considered for a conditional use permit.
3. An initial safety inspection of the property by the Building Official shall be a part of this application. Said safety inspection must be completed and applicable fees for said inspection must be paid before the application can be considered.
4. Proof of ownership for said unit.
5. Proof of valid insurance for each unit being licensed for short term rentals.
6. Proof of valid liability insurance for the following: owner, property management company/or any other entity.
7. Floor plan and site plan, including the parking area with each parking space mapped out, drawn to scale with dimensions.

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8. Zone designation and street address for each unit.
9. A Town business license is required.
10. The application must include a valid Utah State Tax number for remittance of transient lodging taxes.
11. A signed acknowledgement on the application, that the owner, property management company and/or owner's agent, if any, have read all the Town regulations and ordinances pertaining to the operation of a short-term rental.
12. The owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a property management company or other agent of the owner managing the short-term rental, the agent or authorized officer of the property management company, or both, shall also sign the applications certifying the accuracy of the information submitted and agreeing to comply with all regulations.

Section 2004. Conditions of Approval

1. A Town business license shall be obtained before occupancy and after approval of the conditional use permit. Sales and transient room taxes must be collected and remitted to the proper authority.
2. No more than four (4) occupants per room shall be allowed, and total occupants of the dwelling cannot exceed the number allowed by the international building code.
3. A fire escape plan shall be developed in accordance with the International Building Code.
4. Passed safety inspection by the Town of Manila Building Official.
5. A notification to guests shall be prepared and shall contain the residence rules and the fact that the residence is being rented under a conditional use permit that may be revoked if guest actions lead to excessive complaints from neighbors of the residence.
6. Upon receipt of a completed short term residential conditional use permit application, the planning and zoning secretary shall notify, in writing, all persons with real property within three hundred (300) feet of the proposed short term residential rental unit location.
7. The application may be denied by the Planning and Zoning Commission with valid objections.
8. No public hearing will need to be held; however, a hearing may be held when the Planning Commission shall deem a hearing to be necessary and in the public interest.
 - A. The Planning Commission may hold the hearing.

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- B.** The Planning Commission shall have a record of the hearing, together with a report of findings and recommendations relative thereto, for its consideration of the proposed conditional uses.
- C.** Such hearing, if deemed necessary, shall be held not more than sixty (60) days from the date of the application. The time and place shall be established by the Planning Commission.
- D.** The Planning Commission shall publish a notice of hearing in a newspaper of general circulation in the town not less than ten (10) days prior to date of said hearing. Failure of property owners to receive notice of said hearing shall in no way affect the validity of action taken.

Section 2005. Parking Regulations

The owner of any property permitted as a short-term rental unit shall provide off street parking in accordance with the following:

- 1.** Required parking areas and access to parking areas shall be always maintained and available for use. All vehicles belonging to overnight occupants shall be parked on the property and shall not be parked on any adjacent property, street, or public rights-of-way. Vehicles including all motorized vehicles and such vehicle's trailers, RV's, boats, motor homes, etc. shall be parked in a designated parking area and each shall be considered a vehicle.
- 2.** Parking shall be provided, at a minimum, of one vehicle per bedroom. Tandem spaces on a driveway may be used.
- 3.** The number of vehicles allowed by the occupants of a short-term rental home shall be restricted to the number of parking spaces provided by the owner.
- 4.** All parking spaces shown on site plan shall be available for parking and shall not be blocked or otherwise unavailable due to storage of materials or for any other reasons.

Section 2006. Maintenance Standards

Any property that contains a dwelling which is permitted as a short-term rental shall conform to the following standards:

- 1.** Structures shall be properly maintained, painted, and kept in good repair, and grounds and landscape areas shall be properly maintained, and grass watered in order that the use in no way detracts from the general appearance of the neighborhood.
- 2.** The use of a dwelling as a short-term rental does not in any way change the appearance

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of the dwelling or property for residential purposes.

3. Each sleeping room must meet current international residential code for egress and be equipped with smoke and CO detectors.
4. Trash receptacles with lids must be provided and must have a contract with the Town for regular trash pick-up. All trash must be bagged and placed in receptacles. Cardboard boxes are not to be accepted. Property must be kept free of accumulated garbage and clutter.
5. Snow shall be removed as outlined in state and local codes. RVs, campers, and boats, and other vehicles are not permitted to hook up to a resident's sewer or water system and are not permitted to be used as short-term rentals.

Section 2007. Prevention of noise, nuisance or trespass and prohibited activities

The owner of any dwelling permitted as a short-term rental property shall be responsible to ensure that guests or occupants of the short-term rental do not:

1. Create noises that by reason of time, nature, intensity of duration, are out of character with noises customarily heard in the surrounding residential neighborhood.
2. Abide by the 10:00 p.m. - 6:00 a.m. Town noise ordinance.
3. Interfere with the privacy of surrounding residents or trespass onto surrounding residential properties.
4. Allow pets or animals to create noise, roam the streets, trespass on neighboring properties, or create a mess that is not cleaned up by the owner or custodian of the pet or animal.
5. Engage in any disorderly or illegal consumption of drugs and alcohol.
6. Occupancy beyond the specific number allowed in permit.
7. Outdoor sleeping of individual(s), which exceeds the occupancy permitted.
8. No cooking facilities shall be allowed in guest rooms.
9. All signs shall be in accordance with the Town ordinance.
10. No alcoholic beverages shall be sold on the premises.

Section 2008. Required Posting

The following information must be posted in a clear, concise, and unambiguous manner and in a conspicuous location inside any dwelling permitted as a short-term rental unit:

1. A copy of the rental unit business license.
2. A copy of the conditional use permit.

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3. The name, address, and phone number of the owner/ property manager.
4. The location of all fire extinguishers.
5. A copy of the fire escape plan.
6. A list of all applicable rules for short-term rental property. Including the 10:00 p.m. - 6:00 a.m. Town noise ordinance.
7. The maximum occupancy of the short-term rental property and the maximum number of vehicles allowed.
8. One nameplate sign not to exceed 12' x 18' made of durable weather-resistant material containing the name and telephone number of the owner or the owner's designated agent, as defined herein who will be responsible for receiving and resolving complaints regarding activities on the property and the conduct of its occupants and guests, who can be contacted 24 hours a day shall be permanently and conspicuously attached to the building near the front entrance. Such nameplates shall not contain any advertising.

Section 2009. Miscellaneous Rules and Regulations

The following rules and regulations shall apply to any dwelling for which a short-term rental property conditional use permit has been issued.

1. The owner or property manager shall provide information on current occupants to police, emergency, city, or county personnel as requested. The owner, or other person designated as the property manager, shall respond to complaints and concerns within 1 hour of any phone call or other notification. Failure of the owner or property manager to respond in a timely manner may result in a violation and possible fines to the conditional use permit holder and property owner.
2. The requirements of this section shall be in effect throughout the time a short-term rental property conditional use permit is in effect on the property, regardless of whether the property is occupied by the owner, non-paying guests of the owner, or paying guests of the owner. The Town finds that, given the practical difficulty of determining whether the occupants are paying guests, enforcement of the requirements contained in this section shall be based on whether the property is permitted as a short- term rental unit.
3. An inspection of a short-term rental property for compliance with these regulations will be performed at the time of conditional use permit review. Additional inspections may be performed with a 24-hour notice to the permit holder/property manager if deemed necessary by the Town.
4. The owner of any dwelling licensed as a short-term rental property shall be required to

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collect and remit on a timely basis, transient lodging taxes.

Section 2010. Conditions for conditional use permit renewal for a short-term rental property

1. A copy of the current Town business license shall be included with the conditional use permit renewal application.
 2. Sales taxes and transient room taxes must have been collected and remitted in a timely manner to the proper authorities.
 3. Documented complaints must be minimal and must have been successfully addressed by the owner in a timely manner. Original complaints should be reported and/ or documented to the owner at the time of violation using the Town form available from the planning and zoning secretary. A copy must be submitted to the planning and zoning secretary within 30 days by the aggrieved party. In the case of a complaint involving immediate health or safety concerns, 911 should be called before contacting the owner. Recurring and or unresolved complaints could instigate an investigation and/or revocation of the conditional use permit.
 4. Owner shall maintain a list of rental dates, renters, and their addresses.
 5. Applications for renewal are due annually and must be submitted 2 months prior to expiration. No property shall be rented on a short-term basis without a current conditional use permit.
 6. The short-term residential rental shall meet all conditions of this ordinance and other applicable ordinances and laws. There shall be an initial inspection of the premises by the Town Building Official, and one follow up if necessary.
- Revocation or modification of a conditional use permit with a valid objection.
 - If there is cause to believe that grounds exist for revocation or modification of an approved conditional use permit for short term rentals, the planning and zoning commission shall hold a public meeting to consider the modification or revocation of a conditional use permit granted under the terms and the provisions of this ordinance.
 - A Conditional use permit may be modified or revoked if the planning commission finds that one or more of the following conditions exist.
1. The conditional use permit was obtained in a fraudulent manner.
 2. The use which the conditional use permit was granted has now ceased for at least 12 consecutive calendar months.
 3. One or more of the conditions of the conditional use permit have not been met.

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4. At least 3 verified and justified complaints have been submitted to the town.
5. Upon discovery of an immediate health hazard to renters, the Code Enforcement Officer can suspend the short-term rental conditional use permit until the hazard has been remedied and the property has been inspected.

Additionally, the Town Planning and Zoning Commission without the consent of the owner may modify the conditions under which a conditional use permit was originally approved if the Planning and Zoning Commission finds that the use or related development constitutes or is creating a demonstrated nuisance. The Town reserves the right to revoke the short-term rental based on extenuating circumstances.

Section 2011. Enforcement Provisions

1. Any owner of any dwelling in a residential zone with the Town who allows or permits occupation of said dwelling as a short-term rental, as defined herein, without having first obtained a business license and a conditional use permit in accordance with the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to penalty as provided in Section 6.02 of this ordinance. Every violator shall be deemed guilty of a separate offense for each day such violation is permitted to exist after official notice has been given.
2. Violation of any provision of this section regulating short-term rental unit shall constitute a separate offense for each day said violation occurs or continues.
3. Any person who occupies a short-term rental property as a guest and who violates any local ordinance or state law shall be subject to arrest, issuance of a citation, or other criminal process in accordance with all state, federal or local statutes, rules, or ordinances.
4. In the event of any violations of this section committed by owner or guest, within any 12-month period, the Planning and Zoning Commission may, depending on the nature and or extent of the violation, proceed with revocation of the Conditional Use Permit for any short-term rental unit in accordance with the provisions of the Conditional Use Permit Ordinance and Short-Term Rental Unit Ordinance.
5. In addition to each misdemeanor, the owners shall be penalized according to Article 6 of this ordinance. All other fines and penalties will be administered as violations occur.

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ADDITIONAL INFORMATION

As the owner(s) of the above listed property, I understand that I am responsible for:

- 1. The owner, or other agent shall:
 - A. Mail or provide directly to the party signing any rental agreement or reserving the property a copy of all short term rental rules and regulations as soon as possible, but no later than 10 days after reserving the property; and
 - B. Collect appropriate sales and transient rental taxes.
- 2. Each short term rental shall have a legible notice within the rental property containing the following information
 - A. The name of the owner of the property and the name of the emergency contact person's telephone number.
 - B. The maximum number of occupants permitted by the license.
 - C. Display on the property, all the rules and regulations pertaining to short term rentals. Including the quiet hours (10:00 pm-6:00 am).
 - D. The maximum number of vehicles (including RVs and trailers) permitted on the property and that all vehicles must be parked on the property; and not on the town easements, and shall not be parked on any adjacent property, street, or public right of way.
 - E. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal.
 - F. All trash must be appropriately bagged and placed in the outside receptacles for weekly pick-up. All boxes must be collapsed, broken down, be bagged, and placed in the outside receptacles. Property must be kept free of accumulated garbage and clutter.
- 3. The owner or other agent shall agree to provide for adequate maintenance of the short term rental property. The minimum services required include:
 - A. Structural maintenance to preserve substantial code compliance as described herein, this includes: routine upkeep, including painting and repair to a level that is consistent with the level of maintenance of adjoining or nearby properties.
 - B. Grounds and landscape areas shall be maintained and grass watered in order that the use in no way detracts from the general appearance of the neighborhood.
 - C. Trash collection: See All Things Trash page.
 - D. Snow shall be removed as outlined in state and local codes.

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- 4. I further understand that the following are prohibited activities for short term rentals, as defined by the short term rental ordinance
 - A. Occupancy beyond the specific amount in license
 - B. Any unauthorized commercial activities.
 - C. The preparation of any food on site for persons other than the allowed occupants and that allowed guests.
 - D. No sale of alcohol on the premises.

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OWNER(S) AGREEMENTS:

I (PRINT NAME) _____ ACKNOWLEDGE AND CERTIFY ALL INFORMATION CONTAINED HEREIN IS ACCURATE. I ALSO CERTIFY THAT THIS SHORT TERM RENTAL HOUSE COMPLIES WITH ALL APPLICABLE HEALTH, SAFETY, FIRE AND RELATED PUBLIC SAFETY REQUIREMENTS. I FURTHER ACKNOWLEDGE THAT I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CONTACT THE TOWN OF MANILA PLANNING ZONING COMMITTEE OF ANY CHANGES THAT MIGHT AFFECT THE INFORMATION ON THIS APPLICATION.

I (PRINT NAME) _____ HAVE READ, UNDERSTAND AND AGREE, TO ABIDE BY THE RULES AND REGULATIONS SET FORTH ABOVE IN ARTICLE 20. I HAVE READ AND UNDERSTAND THE PENALTIES INVOLVED IF THE REQUIRED CONDITIONS ARE NOT MET.

AS OF THIS DAY _____.

I (PRINT NAME) _____ DEPUTY CLERK RECEIVED
_____ SHORT TERM RENTAL APPLICATION AND
RECEIVED THE FULL PAYMENT OF _____ ON THIS
DAY _____.

OWNER SIGNATURE:

PLANNING AND ZONING SECRETARY SIGNATURE:

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APPLICATION:

OWNER(S) OF

PROPERTY: _____

OWNER(S) PHONE NUMBER: _____ EMAIL: _____

OWNER(S) MAILING ADDRESS: _____

MANAGER NAME: _____ NUMBER: _____

MANAGER'S MAILING ADDRESS: _____

TYPE OF OWNERSHIP: (CIRCLE ONE)

-INDIVIDUAL -BUSINESS -RENTAL AGENCY

STATE LICENSE NUMBER IF BUSINESS OR RENTAL AGENCY

OWNERSHIP: _____

TYPE OF RENTAL MANAGEMENT: (CIRCLE ONE)

-OWNER MANAGES ONLY -RENTAL AGENCY AND OWNER MANAGES -RENTAL
AGENCY MANAGES ONLY

EMERGENCY CONTACT:

NAME: _____ PHONE NUMBER: _____

ADDRESS OF PROPERTY: _____

HOUSE LIVING AREA (APPROX. SQ. FOOTAGE): _____

MAXIMUM NUMBER OF OVERNIGHT QUESTS: _____

NUMBER OF BEDROOMS: _____ NUMBER OF PARKING

SPACES: _____

PETS ALLOWED? _____ HOT TUB OR POOL? _____

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TOWN OF MANILA CONDITIONAL USE PERMIT

Date of application	_____
Property owners name	_____
Mailing Address	_____
City/State/Zip	_____
Home Phone#	_____ Cell Phone # _____
Email	_____
Agents Name	_____
Mailing Address	_____
City/State/Zip	_____
Home Phone #	_____ Cell Phone # _____
Email	_____

Property Address	_____
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What use is requested	SHORT TERM RENTAL IN THE TOWN OF MANILA.....
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How does the proposal recognize the master plan	_____ _____
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Date of Planning Commission meeting	_____
Requirements and/or stipulations imposed as a condition of approval are as follows: Violation of any Manila Ordinances or State and Federal law will cause review of this permit and provide ground for revocation.	
The applicant agrees to abide by the above requirements and/or stipulations. _____ Date _____	
Planning commission action	_____ (Approved or Denied)
Date	_____
Planning Commission Chairman (print):	_____
Planning Commission Chairman (signature)	_____
Town Council Action	_____ (Approved or Denied)
Date	_____
Mayor (print)	_____
Mayor (signature)	_____

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Applicants Affidavit

State of Utah
County of Daggett

I(we)_____, being duly sworn, depose and say that i(we) am
(are) the owner/authorised agent(s) of the owner of the property involved in this application
and that the foregoing statements and answers contained herein in the attached plans and
other exhibits thoroughly, to the best of my (our) ability, present the argument in behalf of the
application requested herewith and that the statements and information above referred to are
in all respects true and correct to the best of my (our) knowledge and belief.

Signed _____
(print)_____

Signed _____
(print)_____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public _____
Commission expires _____
Residing in _____

Application fee _____
Receipt number _____

Date paid _____
Accepted by _____

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BUSINESS LICENSE APPLICATION

DATE: _____

FEE: _____

NAME OF APPLICANT: _____

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____

LOCATION OF BUSINESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ CONTACT PERSON: _____

EMAIL ADDRESS: _____

OTHER INFORMATION OR NOTES:

Business License Fees:

- | | | |
|--------------------|---------|---|
| • Seasonal: | \$25.00 | (April 1st-October 31st) |
| • Single Business: | \$50.00 | (Year round, Short Term Rental Annual cost) |
| • Temporary: | \$25.00 | (Less than 6 months) |
| • Alcohol License- | | |

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1. "Off Premise": \$125.00
2. "On Premise": \$150.00

Continued on the next page...

Fees are non-refundable- Business Licenses are due by January 1st of each year. The business owner will have until March 31st, of the same year to purchase the license and if not purchased by that time, a \$100 penalty will be added. If not paid by the last day of April each year, the business license will be required to close their business until the business license and penalty is paid.

I hereby certify that the information stated herein is correct and complete to the best of my knowledge.

Date: _____ Applicant Signature: _____

Position in Business: _____

Approved by: _____ Manila Town Council

Approved by: _____ Manila Planning and Zoning

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All Things Trash

Garbage Pickup:

- Garbage will be collected on Mondays starting at 7am, **EXCEPT** if the holiday falls on a Monday, trash will be collected the following business day.
- All garbage must be bagged and in the trash can to be collected.
- Indicate you have garbage in your can.
- Green waste and unbagged garbage will not be collected.
- Residents are allotted 5 bags of 35 lbs or under.

Landfill Information:

Summer Hours (April 1st - September 31st): Every Tuesday: 8am-11:30am, Every Saturday: 7am-11:30am.

Winter Hours (October 1st - March 31st): Every Tuesday: 8am-12pm, First Saturday of the month 8am-12pm. Please note that the landfill will be closed in observance of any holiday that falls on a Tuesday or first Saturday.

- The landfill will close during high winds, inclement weather, or if a water or sewer leak is in progress.
- There is also a sign located quarter mile south on Hwy 44 that indicates landfill status.
- Call Public Works at (435)778-0038 to check Landfill status.

Landfill Charges:

Unsecured loads	\$100 plus dump fee
Greens Only load	\$10/ load
Batteries	\$10/ per battery
Truck bed	\$20/ load
Large trailer	\$20 axle
Dump/garbage- Commercial truck	\$80/ton

- Please separate all items (household garbage, metal, wood, greens etc) before entering the Landfill.
- Please plan on being out of the landfill by 11:30am for closure of gates by 12pm.

All contaminated soil, asphalt, concrete, and special waste will be handled on a case-by-case basis.

Contacts:

Town of Manila Office/ Mayor: 435-784-3143

Public Works Director: 435-778-0038



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FEES

(Fee schedule can be found in the Manila Town office)

Application:

Initial Application Fee \$125.00

Customer set up fee: \$25.00

Safety inspections:

Fire Department: \$100.00 (Annual inspection)

Building inspector: \$100.00 (Annual inspection)

Permits:

Conditional Use Permit: \$50.00 (Annual renewal)

Business License: \$50.00 (Annual renewal)

CONTACTS

Manila Town Office: Town Mayor Kathi, Town Clerk Jennifer, Deputy Clerk Mattee
435-784-3143

Planning and Zoning:	Secretary- Mattee	435-784-3143 or matteef@manilautah.com
Public Works:	Director- Gary	435-778-0038
Fire Department:	Steve Forbs- District Manager	720-839-8494
Inspector:	Matt Tate	435-219-7545 grandv8@yahoo.com