

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

Application for Conditional Use Permit

Applicant Checklist

Purpose of this checklist:

This checklist is provided to assist applicants in ensuring all necessary property details, project descriptions, contact information, and signatures are complete when submitting a Conditional Use Permit (CUP) application to the Town of Manila. Completing this checklist prior to submission helps avoid processing delays and ensures the application is ready for review by the Planning Commission and Town Council.

1. Applicant & Property Owner Contact Details

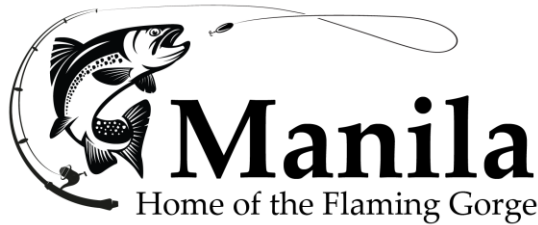
- ☐ Date of application recorded.
- ☐ **Property Owner Details:** Full legal name, mailing address (including City, State, and Zip code), home phone number, cell phone number, and email address provided.
- ☐ **Designated Agent Details (if applicable):** Full name of authorized agent, mailing address, home phone number, cell phone number, and email address provided.

2. Property & Proposed Use Information

- ☐ **Property Address:** Exact physical address for the subject property where the conditional use is requested.
- ☐ **Requested Use Description:** Clear and detailed explanation of the specific land use or commercial/residential operation being requested.
- ☐ **Master Plan Alignment:** Written statement explaining how the proposed conditional use aligns with and recognizes the Town of Manila Master Plan.

3. Submission, Scheduling & Compliance

- ☐ Application submitted in time for scheduling on the Planning Commission agenda.
- ☐ Date of scheduled Planning Commission meeting noted.



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- ☐ Applicant understanding acknowledged that violation of any Town of Manila ordinance or state/federal law provides grounds for permit review and revocation.
- ☐ Applicant agreement to abide by all requirements and conditions/stipulations imposed by the Town during approval.

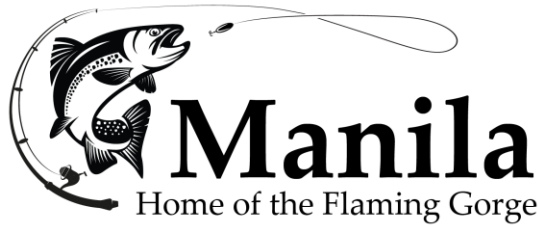
4. Review & Official Actions — *For Office Use Only*

- ☐ **Requirements & Stipulations:** Record of any specific conditions imposed for permit approval by town officials.
- ☐ **Planning Commission Action:**
 - ☐ Decision recorded ([] Approved / [] Denied)
 - ☐ Action Date recorded
 - ☐ Planning Commission Chairman printed name and signature attached
- ☐ **Town Council Action:**
 - ☐ Decision recorded ([] Approved / [] Denied)
 - ☐ Action Date recorded
 - ☐ Mayor printed name and signature attached

Statutory & Code References

Town of Manila Code & Ordinances

- Zoning Ordinance § 505: Site Plan and Right-of-Way Access Requirements — Mandates site plan details, plot drawings, utility hookups, exact property boundaries, and access easements for land use applications.
- Conditional Use Regulations: Governs standard conditional land use reviews across residential, commercial, and overlay zoning districts; establishes that conditional uses require explicit Planning Commission and Town Council findings and compliance with custom stipulations.
- Town Master Plan / General Plan: Requires all conditional land use applicants to demonstrate how the proposed use harmonizes with community goals, future land use elements, and local infrastructure capacity.



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- Permit Compliance & Revocation Ordinance: Establishes that failure to meet conditions of approval or violating municipal, state, or federal law triggers permit review and serves as grounds for immediate revocation.

Utah Code Annotated (UCA)

- UCA § 10-9a-507 (Conditional Uses): Sets statutory authority and guidelines for Utah municipalities to regulate conditional uses; requires that a conditional use shall be approved if reasonable conditions can be imposed to mitigate anticipated detrimental impacts.
- UCA § 10-9a-509 (Applicant's Vested Rights & Land Use Submissions): Dictates standards for submitting complete applications, fee payment rules, and vested land use rights under municipal regulations.
- UCA § 10-9a-201 et seq. (Land Use Hearing and Notice Requirements): Governs mandatory public notice rules and hearing procedures for municipal land use authorities.
- UCA § 10-8-84: Grants municipal police powers to pass ordinances, protect general public health, safety, and welfare, and enforce operational compliance.

Important Reminder

Submitting a Conditional Use Permit application does not constitute approval of the requested land use. Operations or uses subject to a Conditional Use Permit may not begin until official action and signatures are rendered by both the Planning Commission and the Town Council.

Town of Manila

145 East Highway 43

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