Annabella Town

Business License & Conditional Use Permit Application

(Both applications are required to receive a business license.)

Applicant Information

Applicant Name(s):_____

Street Address:_____

Required Written Explanation

Please attach a written explanation describing the purpose of your Conditional Use Permit request. Include:

- What you are proposing (e.g., type of home occupation)
- How it will operate
- Any expected impact on neighbors or the community

Applicant Checklist

(Initial each item)

_____ I have attached a detailed written explanation of my Conditional Use Permit request.

_____ I understand that Conditional Use Permits must be renewed annually.

_____ I have reviewed the Conditional Use Matrix and confirmed my proposed use is allowed in my zoning and on my lot size.

_____ I have obtained signatures from all property owners within 300 feet of my property.

Property maps and ownership information are available at sevier.utah.gov → Residents → Maps.

Applications missing required signatures will be returned and may delay approval by up to one month.

_____ I have read and agree to comply with the Home Occupation Requirements in Section 16 of the Land Use Ordinance (see page 5 of this application).

_____ I have completed the Business License Application and submitted the $25 fee.

I hereby apply to the Annabella Planning Commission for approval of a Conditional Use Permit in accordance with the Town's Land Use Ordinance.

X_____ _____

Applicant Signature Date

Planning Commission Use Only

Conditions Imposed by the Planning Commission

1._____

2._____

3._____

4._____

Approval:

X_____ _____

Planning Commission Chairman Date

Home Occupation Conditional Use Permit
Notification of Neighboring Property Owners
(Required for all property owners within 300 feet of the applicant's property)

Dear Neighbor:

Annabella Town requires written notification to all property owners within 300 feet of a proposed conditional use. Please sign below to confirm that you have received this notice. You are welcome to share any comments at the Planning Commission meeting, held on the 4th Monday of each month at 6:00 p.m.

Your signature simply acknowledges that you were notified; it does not indicate approval. If you have questions or concerns, you may attend the meeting where this application will be reviewed or reach out to a member of the Planning Commission.

Applicant Information
Applicant Name:_____
Location of Proposed Use:_____
Description of Conditional Use:_____
_____

Neighbor Notifications
(Signatures of property owners within 300 feet — measured from all property lines)

Property maps and ownership information are available at sevier.utah.gov → Residents → Maps. Applications missing required signatures will be returned and may delay approval by up to one month.

1. Signature _____ Printed Name _____
   Address _____ Comment _____

2. Signature _____ Printed Name _____
   Address _____ Comment _____

3. Signature _____ Printed Name _____
   Address _____ Comment _____

4. Signature _____ Printed Name _____
   Address _____ Comment _____

5. Signature _____ Printed Name _____
   Address _____ Comment _____

6. Signature _____ Printed Name _____
   Address _____ Comment _____

7. Signature _____ Printed Name _____
   Address _____ Comment _____

8. Signature _____ Printed Name _____
   Address _____ Comment _____

9. Signature _____ Printed Name _____
   Address _____ Comment _____

10. Signature _____ Printed Name _____
    Address _____ Comment _____

11. Signature _____ Printed Name _____
    Address _____ Comment _____

12. Signature _____ Printed Name _____
    Address _____ Comment _____

13. Signature _____ Printed Name _____
    Address _____ Comment _____

Annabella Town

BUSINESS LICENSE APPLICATION
Application must be accompanied by Conditional Use Permit

Application Type: ☐ New ☐ Reactivation (inactive license)

1. **Business Information**

Business Name (as it will appear on the license):_____

Business Location:_____

Mailing Address:_____

Type of Business:_____

2. **Ownership Information**
(If a partnership, list all partners. If a corporation, list principal officers.)
Owner/Officer 1

- Name: _____
- Address: _____
- City, State: _____
- Phone: _____

Owner/Officer 2

- Name: _____
- Address: _____
- City, State: _____
- Phone: _____

(Attach additional pages if needed.)

3. **Certification**
I certify that the information provided in this application is true and correct.

_____ _____
Applicant Signature Date

4. **Fees**

- Business License Fee: $25.00
- Late Fee (if applicable): $10.00

IMPORTANT INFORMATION REGARDING HOME OCCUPATIONS:

16-100
HOME OCCUPATION PERMIT REQUIRED: To assure compliance with the provisions of the Land Use Ordinance and to protect the character of residential neighborhoods in the Town of Annabella, a home Occupation application shall be obtained from Annabella Town before a dwelling unit in a residential zone may be used for business purposes.

16-200 PROCEDURE: Upon application, the Annabella Town Planning Commission shall approve or deny a Home Occupation Permit. The Planning Commission may issue a Home Occupation Permit, which shall state the home occupation permitted, the conditions attached thereto, any time limitations imposed thereon. The permit shall not be issued unless the Planning Commission is satisfied that the applicant will meet all of the conditions listed below, and that the applicant has agreed in writing to comply with all said conditions.

16-300 CONDITIONS: Each and every one of the following conditions must be observed at all times by the holder of a Home Occupation Permit:

16-301. The home occupation will be conducted only by members of the family residing on the premises.

16-302. The home occupation shall be conducted wholly within the structure on the premises and shall not exceed twenty-five (25) percent of the total ground floor area of the home. Home occupation shall not occupy any are within said structures, which is required for off-street parking by the provisions of this ordinance.

16-303. Inventory and supplies for the home occupation shall not occupy more than fifty (50) percent of the permitted area, or twelve (12) percent of the ground floor area of the home.

16-304. No business signs are used.

16-305. No display of any kind shall be visible from the exterior of the premises.

16-306. Home occupation shall not generate pedestrian or commercial traffic in excess of that customarily associated with the zone in which the use is located. Off-street parking shall not exceed that specified for the residential lots as noted in this ordinance. 16-307. There shall be complete conformity with all codes enforced by the Sevier County building authority, all health codes, and all state and city laws and ordinances.

16-308. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.

16-309. The home occupation shall not alter the residential character of the premises or unreasonably disturb the peace and quiet, including radio and television reception, of the neighborhood by reason of color, design, materials, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc.

16-310. Any special condition established by the Planning Commission and made of record in the Home Occupation Permit, as it deems necessary to carry out the intent of this ordinance, shall be met.

16-311. All Home Occupation activities which result in reported violations, complaints, or detrimental characteristics which may, in the opinion of the Planning Commission, require termination of said home occupation and revocation of the Home Occupation Permit, shall be subject to a hearing before the Planning Commission.

16-312. Retail sales on the premises shall be limited to merchandise directly related to the services offered by the home occupation.

16-313. Premises shall be subject to inspection by the Planning Commission after reasonable notice is given with due cause.

16-400 NONCOMPLIANCE: Any Home Occupation permit shall be revoked by the Planning Commission upon violation of any requirements of this ordinance, or upon failure to comply with any of the conditions or limitations of the permit, unless such violation is corrected within ten (10) days of receipt of written notice thereof. A permit may be revoked for repeated violations of the requirements of the Chapter, notwithstanding compliance to the violation notice.

16-500 APPEAL: In the event of denial of any permit, or of the revocations thereof or of objection to the limitations placed thereon, appeal may be made to the Annabella Town Board of Adjustments with the provisions of this ordinance.

16-600 BUSINESS LICENSE REQUIRED: A Home Occupation Permit is not a business

license, and the granting of said permit shall not relieve the permittee of any other license requirements of the Town or of any other public agency. A business license fee must be paid and all other appropriate state and federal requirements must be met.

ANNABELLA CONDITIONAL USE MATRIX

Conditional Use	*R-1-1 (1 acre)*	*R-1-0.75 (3/4 acre)*	*R-1-0.5 (1/2 acre)*
Kennels	C	C	C
Portable Storage Units	NP	NP	NP
Home Occupations	C	C	C
Accessory Apartments	C	C Minimum 1 acre required	C Minimum 1 acre required
Medical & Dental Clinics or Labs	C	C	C
Nursing Homes	C	C	C
Commercial Nursery or Greenhouse	C	C	C
Minor Automobile Repair	C	C Minimum 1 acre required	C Minimum 1 acre required
Farm Animal	P	P	P
Building Material Sales Yard, Not Including Ready Mix Concrete Or Asphalt Mixing Plants	NP	NP	NP
*Construction Trades	C	C	C
Private Recreation Facilities	C	C	C
Schools/Churches	C	C	C
RV Trailers While Building Permanent Home	C	C	C

C= Conditional | P= Permitted | NP= Not Permitted

*Electrical, carpenter, plumbing, heating shop, printing and publishing, lawn care, window washing, landscaping