



PLANNING COMMISSION

Thursday, October 09, 2025 at 6:30 PM
Council Chambers, 60 West Main, Hyrum, Utah

AGENDA

Public notice is hereby given of a Hyrum Planning Commission to be held in the Council Chambers, 60 West Main, Hyrum, Utah at 6:30 PM, October 09, 2025. The proposed agenda is as follows:

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **APPROVAL OF MINUTES**
 - A. September 11, 2025
5. **AGENDA APPROVAL**
6. **PUBLIC HEARING**
7. **SCHEDULED DELEGATIONS**
 - A. Bryan Jorgensen, Kilgore Companies - To seek site plan approval for a previously constructed weir system and wastewater discharge located at 410 North 800 East.
8. **OTHER BUSINESS**
 - A. Discussion of Hyrum City General Plan update.
9. **ADJOURNMENT**

Shara Toone
Secretary

Commission Members may participate in the meeting via telephonic communication. If a Commission Member does participate via telephonic communication, the Commission Member will be on speakerphone. The speakerphone will be amplified so that the other Commission Members and all other persons present in the Commission Chambers will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting

should notify Hyrum City Planning Commission at 435-245-6033 at least two working days before the meeting.

CERTIFICATE OF POSTING - The undersigned, duly appointed and acting City Secretary of Hyrum City, Utah, does hereby certify that a copy of the foregoing Notice was posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices, 60 West Main, Hyrum, Utah, this 7th day of September, 2025. Shara Toone, Secretary

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION
HELD SEPTEMBER 11, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60
WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Stephen Nelson

PRESENT: Chairman Stephen Nelson, Commissioners Scott Casas,
Averie Wheeler, and Paul Willardson, and Alternate Member Marty
McBride.

EXCUSED: Vice Chair Angi Bair

CALL TO ORDER: There being five present and five representing a
quorum, Chairman Stephen Nelson called the meeting to order.

OTHERS PRESENT: City Planner Tony Ekins, City Engineer Matt Holmes
and four citizens. Secretary Shara Toone recorded the minutes.

PLEDGE OF ALLEGIANCE: Commissioner Willardson led the governing
body and the citizens in the Pledge of Allegiance.

INVOCATION: Commissioner Casas

APPROVAL OF MINUTES:

The minutes of a regular meeting held on July 10, 2025 were
approved as written.

ACTION Commissioner Wheeler made a motion to approve the
minutes of July 10, 2025 as written. Commissioner Casas
seconded the motion and Commissioners Casas, Nelson,
Wheeler, and Willardson voted aye.

AGENDA APPROVAL:

A copy of the notice and agenda for this meeting was posted on the
Utah Public Notice Website and Hyrum City's website, distributed
to each member of the Planning Commission, and posted at the City
Offices more than forty-eight hours before meeting time.

ACTION

Commissioner Willardson made a motion to approve the agenda for September 11, 2025, as written with the exception to strike item 7A. Planning Commission Training, from the agenda. Commissioner Wheeler seconded the motion and Commissioners Casas, Nelson, Wheeler, and Willardson voted aye.

6. SCHEDULED DELEGATIONS

- A. Hyrum City, Ordinance Amendment - An ordinance amending Hyrum City Code Title 17 Zoning, Chapter 12 Planning Commission and relocating the ordinance amendment to Hyrum City Code Title 2 Administration and Personnel, Chapter 95 Planning Commission.

7. ADJOURNMENT

SCHEDULED DELEGATIONS:

HYRUM CITY, ORDINANCE AMENDMENT - AN ORDINANCE AMENDING HYRUM CITY CODE TITLE 17 ZONING, CHAPTER 12 PLANNING COMMISSION AND RELOCATING THE ORDINANCE AMENDMENT TO HYRUM CITY CODE TITLE 2 ADMINISTRATION AND PERSONNEL, CHAPTER 95 PLANNING COMMISSION.

City Planner Ekins explained that staff reviewed the proposal two months ago and made updates. One change allows for two alternate members. In the section on member terms, staff noted a cleanup item to replace "his/her." He clarified that when a vacancy is filled by an alternate, the new member will begin a full five-year term. This change responds to past concerns that an alternate filling a partial term would shorten their time as a planning commissioner.

Chairman Nelson asked if starting a new five-year term for an alternate could cause problems with the requirement that planning commission terms be staggered, since it might overlap with another commissioner's term.

Commissioner Casas, as one of the newest members, said he was unclear about whether he should follow the original term of the person he replaced or start a new five-year term. He disagreed with the current wording and felt that new alternates should serve the remainder of the original term to keep the rotation of commissioners consistent. He added that if only a short time remained, the new person should still have the chance to serve a

full term afterward.

City Planner Ekins said he has reviewed records since starting in January and found that the commission terms are not currently staggered. He noted this has been a challenge and may only balance out sometime in the future.

Commissioner Casas said this would be the right time to establish staggered terms while revising the rules.

City Planner Ekins said he viewed the revisions as a way to provide clarity. He explained that the change was meant to address earlier feedback that filling only the remainder of a term could cut someone's time short, so the revision allows an alternate to begin a full term instead.

Commissioner Casas questioned how the commission would ever achieve staggered terms.

Commissioner Willardson said he understood that the idea was to set staggered terms now by assigning different expiration dates going forward.

Commissioner Casas said he disliked the idea of imposing staggered terms but was unsure how else it could be done.

Commissioner Willardson noted that assigning staggered terms would force the five-year term to begin.

Commissioner Casas said that if staggered terms are not established now, they may never be put in place.

Chairman Nelson said his main concern was how the new wording fits with the rule that planning commission terms should be staggered. He explained that while the intent is for one term to expire each year, adding a full five-year term for an alternate could create problems. He noted this could especially be an issue if an alternate replaces someone mid-year, since it could disrupt the goal of keeping terms on a steady yearly rotation.

City Engineer Holmes said the challenge is writing the rules clearly so future readers understand the process. He suggested limiting terms to a maximum of five years. He also proposed replacing the most senior member each year to avoid very short terms and to give new members a full opportunity to serve. He noted that some wording changes may be needed to make this work.

Chairman Nelson said alternates will usually fill the spot of the most senior member whose term expires, but that won't always happen, which could cause issues. He shared an example from another organization where terms became confusing, and they resolved it by resetting the terms and making recommendations for council approval. He suggested this might be a possible solution here, as well.

City Engineer Holmes said he has information on current term end dates and suggested a system where the most senior member moves on each year. This would create a rotation with Angi ending in 2026, Paul in 2027, Stephen in 2028, and then Averie and Scott following in order.

Chairman Nelson said he supported the idea and felt there should be five different terms on the commission, with alternates filling a term if someone leaves early.

Commissioner Casas added that the term would start over.

Chairman Nelson said the term should expire as scheduled but suggested adding a rule that if someone serves less than two or three years, they could have the option to serve another full term. This would give short-term replacements a chance to continue serving longer.

City Engineer Holmes suggested that if an alternate has served less than a year, the city council could approve them to begin a full term.

Chairman Nelson said an alternate who served less than a year could qualify for another full five-year term.

Commissioner Wheeler added if the person chooses and is asked to continue.

Chairman Nelson said that it should be based on reappointment by the council or by the mayor council.

City Engineer Holmes suggested adding a contingency for alternates who don't get to serve a full term as members.

Commissioner Wheeler said two years seemed like a fair amount of time to get comfortable, learn the rules, and decide whether to continue.

Chairman Nelson said he preferred setting the limit closer to two

years rather than one.

City Planner Ekins said in the section on member qualifications, he removed the line allowing members to serve multiple terms and asked if there should be discussion on it.

Chairman Nelson asked if the rules should clearly state that a member can only serve one term. He noted the current language allows multiple terms and wasn't sure if reappointment was still possible under the proposed changes, even though he believed the intent was to limit terms.

City Planner Ekins said the previous draft limited members to one term, but feedback suggested it wasn't written well, so he removed it.

Chairman Nelson said revising the section above might resolve the issue as they review how terms work.

City Planner Ekins said the last change was in the officers section, clarifying that officers are selected at the first regular planning commission meeting each February, with the rest of the text staying the same.

Commissioner Wheeler said the change was simply adding a date.

City Planner Ekins said the goals and intent remain the same, noting there was strong community interest in serving as alternates. He said the ordinance update supports making that possible.

Commissioner Wheeler said she recalled past discussions about ensuring representation from all parts of the city. She noted their area was somewhat overrepresented, but hoped new volunteers could help balance it.

Chairman Nelson agreed and said the mayor and council should consider diversity in location, profession, gender, and roles when appointing commissioners, though he was unsure if that should be written into the ordinance.

Commissioner Casas said the decision should be left to the mayor's discretion.

City Planner Ekins said the next step is to take the proposal to the City Council for their input. He emphasized the benefit of having a second alternate, noting past issues with not having

enough members for a quorum. He added that training is underway and stressed the need for voting members to be present when needed. He also mentioned one application was delayed due to scheduling conflicts, but staff are working together to manage these challenges.

Chairman Nelson said that in the past, when a quorum was not possible, the commission rescheduled. He added that he would be open to doing the same, either the following week or two weeks later.

Commissioner Casas agreed with rescheduling when a quorum is not possible.

Chairman Nelson said rescheduling would ensure the commission provides good service to property owners and applicants by addressing their items in a timely manner.

Commissioner Casas said waiting two months is not always feasible for applicants.

City Planner Ekins said some applicants miss a staff deadline and then face waiting over a month before they can get to the Planning Commission.

Commissioner Willardson asked if they should clarify the member terms, removals, and vacancies section before sending it to the City Council or wait to review it again first.

Commissioner Casas said he wanted to add the wording and approve it that night rather than delay another meeting, so it could then move on to the City Council.

Commissioner Willardson said it seemed the commission was fine with everything except the section on member terms, removals, and vacancies.

City Engineer Holmes suggested appointing members to specific seats with set expiration years instead of fixed five-year terms. This way, members might serve three to six years, and if an alternate joins late, their seat would roll into the next full five-year term automatically.

Commissioner Willardson said a new member would inherit the term of the person they replaced.

City Engineer Holmes said the goal is to avoid one-year terms and

ensure stability so members gain experience and understanding.

Commissioner Willardson asked if a replacement for Stephen would finish the 2028 term and, if appointed in 2027, move into the 2033 term. He also asked if the person replacing Stephen in 2028 would then be required to step down.

City Engineer Holmes said if a member serves a year or less, their term would carry over to the next five-year mark.

Commissioner Willardson explained that, as things stand, the term would end in 2028, lasting about a year and a half to two years.

City Engineer Holmes said that would apply if the replacement took over the seat.

Commissioner Willardson clarified that this would apply if the replacement took over immediately.

City Engineer Holmes said a replacement would have at least two years on the commission, plus any time already served as an alternate.

Commissioner McBride asked if an alternate's term only begins once they become a full commission member.

City Engineer Holmes confirmed that was correct.

Commissioner Willardson asked if there is a defined time limit for serving as an alternate.

City Planner Ekins said he was unsure how to define the length of time an alternate can serve.

Commissioner Willardson said it might not be necessary to set a limit since alternates are unlikely to serve for a long time.

City Planner Ekins said it seems natural for an alternate to serve about a year as things get worked out.

Chairman Nelson said having two alternates could mean someone might serve for two years.

City Engineer Holmes said alternates are being appointed close together now, but normally one would be picked each year. He thought the timing would balance out over time, though there was no guarantee.

City Planner Ekins said the language being prepared should address the issue.

Commissioner Willardson agreed that the new language would address the issue.

Commissioner Wheeler proposed that vacancies be filled for the remainder of the current term, with the option for a full five-year term afterward if the unexpired period is less than two years.

Commissioner Willardson said that if a member serves more than two years of a term, they would not have the option for a new full term.

Chairman Nelson asked if the wording should be changed to show that members can only serve one term unless they are filling a vacant seat.

Commissioner Willardson suggested wording that planning commission members generally serve one term unless they fill a vacancy of less than two years.

Commissioner Wheeler suggested adding the word "single" so the sentence would state that each member serves a single term of five years.

Commissioner Willardson agreed and suggested adding that a member may serve longer if they fill a vacancy of less than two years.

Commissioner Wheeler suggested adding language under the vacancies section stating that a new appointee would finish out the current term.

Chairman Nelson presented a draft stating that planning commissioners serve a single five-year term starting February 1, with terms staggered so one expires each year. Members may be removed for cause after a public hearing if requested. Vacancies would be filled for the remainder of the current term, with the option for a full five-year term if the unexpired period is less than two years.

City Engineer Holmes said the wording should be clearer, specifically describing the two years as filling the remainder of a term that is less than two years.

Chairman Nelson read revised language stating that each planning commissioner serves a single five-year term starting on February

1, with terms staggered so one expires each year. The governing body may remove a member for cause after a public hearing if requested. Vacancies are filled to complete the current term, and if the remaining term is less than two years, the appointee may serve an additional full five-year term.

Commissioner Willardson noted confusion with the phrase "in the same manner," saying it sounded like it required a public hearing to appoint someone.

Commissioner McBride asked if the wording should be "and" or "or" when stating that the governing body may remove a member for cause and/or after a public hearing, or if both are required.

Chairman Nelson explained that a member may be removed for cause, and if a public hearing is requested, then one must be held.

City Engineer Holmes said that if a planning commissioner resigns, a public hearing is not required.

Commissioner Willardson asked why they needed to say "as amended," since once it was approved, it would become the new code.

Chairman Nelson explained that "as amended" is normally included because the code changes.

Commissioner Willardson noted that the code is changing at the same time as this update.

Chairman Nelson explained that including "as amended" helps cover future changes, since the code section being referenced might be updated later.

Commissioner Willardson said that adding "as amended" makes it retroactively covered.

Chairman Nelson presented the proposed paragraph, *2.95.020 Members - Terms - Removal - Vacancies* to read, "Planning Commission members serve a single five-year term, starting on February 1 of each year. The terms shall be staggered so that one term expires each year. The governing body may remove any member of the Planning Commission for cause and after a public hearing, if one is requested. Vacancies shall be promptly filled according to 2.95.025 as amended, to finish out the current term. If the remaining term is less than two years, then that Planning Commissioner may be appointed to serve an additional full five-year term."

ACTION Commissioner Casas made a motion to recommend approval of an ordinance amending Hyrum City Code Title 17 Zoning, Chapter 12 Planning Commission and relocating the ordinance amendment to Hyrum city Code Title 2 Administration and Personnel, Chapter 95 Planning Commission, as proposed. Commissioner Willardson seconded the motion and commissioners Casas, Nelson Wheeler, and Willardson voted aye.

ADJOURNMENT:

ACTION There being no further business before the Planning Commission, the meeting adjourned at 7:28 p.m.

Stephen Nelson
Chairman

ATTEST:

Shara Toone
Secretary

Approved: _____
As Written



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyumcity.gov

Staff Evaluation

First Review

Application: Bryan Jorgensen, Kilgore Companies – To seek site plan approval for a previously constructed weir system and wastewater discharge located at 410 North 800 East.

Application Number: 25-026
Preparation Date: October 3, 2025
Applicant name: Bryan Jorgensen, Environmental Director – West Region
Property Owner: LeGrand Johnson Construction Company
Property Address: 410 North 800 East
Parcel Number: 01-003-0081
Parcel Area: 3.00 Acres

Planning Commission: October 9, 2025 Regular Meeting
Commission role: Recommend Approval to City Council
Application type: Site Plan Approval
Nature of request: Conditional Use – Sand, gravel, asphalt operations

Zoning District: Manufacturing Zone M-2. The purpose of this zone is to provide an area where medium to heavy manufacturing can occur. It allows higher levels of noise, dust, smoke and odor than is permitted in the M-1 Zone. Restrictions may be applied on proposed businesses whose levels of noise, dust, smoke or odor may be considered excessive by the planning commission. Design and landscaping requirements may also be imposed on businesses proposed for this zone.

Application Overview: Kilgore Companies constructed a 2,185 square feet concrete weir system without the understanding the Hyrum City Code required Site Plan Approval. The applicant has advised the weir system was erected as per guidelines from the State of Utah. It was constructed of concrete and was designed to allow sediments to fall out of the water. Once the water has been treated for sediments, the water can either be reused or discharged into the sanitary sewer system.

Staff Comments:

Planning and Zoning:

1. Following Site Plan approval, the applicant is required by HCC 15.08.010 to submit a Hyrum City Building Permit Zoning Clearance Application through a separate application and obtain the required building permit by Cache County Development Services Building Department for the non-permitted construction of the weir system.

Engineering:

1. Sheet 3: The flow arrows for traffic do not line up with actual paths and they do not match the traffic flow patterns on sheet 4.
2. Sheet 4:
 - a. This should show utilities with tie-ins.
 - b. Sewer should be shown with connection to manholes and sampling locations to ensure contamination does not enter the system.
 - c. What water is being used for the process?
 - d. Is this culinary or water from the trucks?
 - e. What backflow prevention is in place?
 - f. What electrical work has been done or modified to run this system?
 - g. Where is the retention for washout areas?
 - h. Plumbing and electrical all must have a building permit.

Sewer Department:

1. Matt Holmes and I visited with Kilgore in February of 2024. The wastewater treatment system was already constructed, without a building permit and a Wastewater Discharge Permit Application (WDPA) had not been submitted or approved. Matt and I explained that they needed to go through the proper process, and they were not allowed to discharge process wastewater to the City. The WDPA permit was submitted to Jennifer Robinson, Utah Division of Water Quality on July 7, 2025. The Utah Division of Water Quality is the authority over Hyrum pretreatment. The attached wastewater permit is not for the council or mayor's approval. Approval of the building DOES NOT grant Kilgore/Legrand the permission to discharge to the City. In fact, the system they built may or may not be what the state will require. I have been assured by Bryan Jorgensen that there have been zero discharges to the City's sewer system.

Planning Commission Responsibility:

1. The Planning Commission shall consider the following:
 - a. That the use will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
 - b. That the proposed use will comply with the regulations of Conditional Uses as may be applicable.
 - c. That the proposed use is in harmony with the intent of the zone in which it is located.
 - d. That the infrastructure will support the new facility.
 - e. In setting conditions, the Planning Commission shall show relationship to the broad area of concern to which each condition applies. These areas include Traffic; Noise; Odor; Pollution; Hours of operation; Design criteria; Lighting; Visual blight; and Safety conditions not related to one of these broad areas that may not be imposed.
2. The Planning Commission may approve a Conditional Use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards; or The Planning Commission may deny a Conditional Use if the reasonably anticipated detrimental effects of a proposed Conditional Use cannot be mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards.

Staff Recommendation:

1. The Planning Commission should have a thorough discussion of the application, staff evaluation, and specifying conditions and requirements.
2. The Planning Commission include in their motion to require the applicant to respond to all engineering comments prior to the issuance of the Site Plan Approval to the City Council.

Stipulations:

1. The City Council may approve, disapprove, approve with additional conditions and requirements, or require the requestor to return to the Planning Commission with revisions; or require the applicant to return revisions to the City Council.

Findings of Fact:

1. Sand, gravel, and asphalt operations are a conditional use in the Manufacturing Zone M-2.
2. Noticing was provided to all contiguous properties and those properties across the street from the subject property's frontage, or frontages as required by HCC 17.84 Conditional Use Permits.

Attachments:

1. Applicant Submitted Illustrations of the constructed weir system with Engineer Comments.
2. Copy of Required Hyrum City Zoning Clearance Application.



Kilgore Companies, LLC dba Kilgore Contracting
Corp. Address: 7057 W 2100 S, Salt Lake City, UT 84128
Location: Hyrum Shop
Address: 410 N 800 E, Hyrum, UT 84319



Prepared by: Bryan Jorgensen
Title: Environmental Director
bryanjorgensen@kilgorecompanies.com
50-0132
397-4471



Kilgore Companies, LLC dba Kilgore Contracting
Corp. Address: 7057 W 2100 S, Salt Lake City, UT 84128
Location: Hyrum Shop
Address: 410 N 800 E, Hyrum, UT 84319



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Find address or place

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- 1 Ready Mix Concrete Batch Plant
- 2 Process Wastewater Lined Containment Area Built Needing Approval★
- 3 FORTTRANS Water Treatment Station
- 4 Sanitary Sewer Discharge Point
- 5 HMA Plant
- 🔴 Facility Entrance / Exit

Section 7. Item A.

Kilgore Companies, LLC dba Kilgore Contracting
Corp. Address: 7057 W 2100 S, Salt Lake City, UT 84128
Location: Hyrum Shop
Address: 410 N 800 E, Hyrum, UT 84319



Prepared by: Bryan Jorgensen
Title: Environmental Director
b.jorgensen@kilgorecompanies.com
250-0132
597-4471

- 1 Ready Mix Concrete Batch Plant
- 2 Cement Silo & Fly Ash Guppy Storage
- 3 Process Wastewater Lined Containment Area Built Needing Approval ★
- 4 Mixer Truck Wash Down Area
- 5 FORTTRANS Water Treatment Station
- 6 Mixer Chute Rinse Off Area
- 7 Sanitary Sewer Discharge Point
- 8 Berm Separating Shop Area
- 9 Employee Parking

➡ Access / Haul Road

▼ Facility Entrance / Exit

↑ Process Water Flow

→ Storm Water Flow Direction

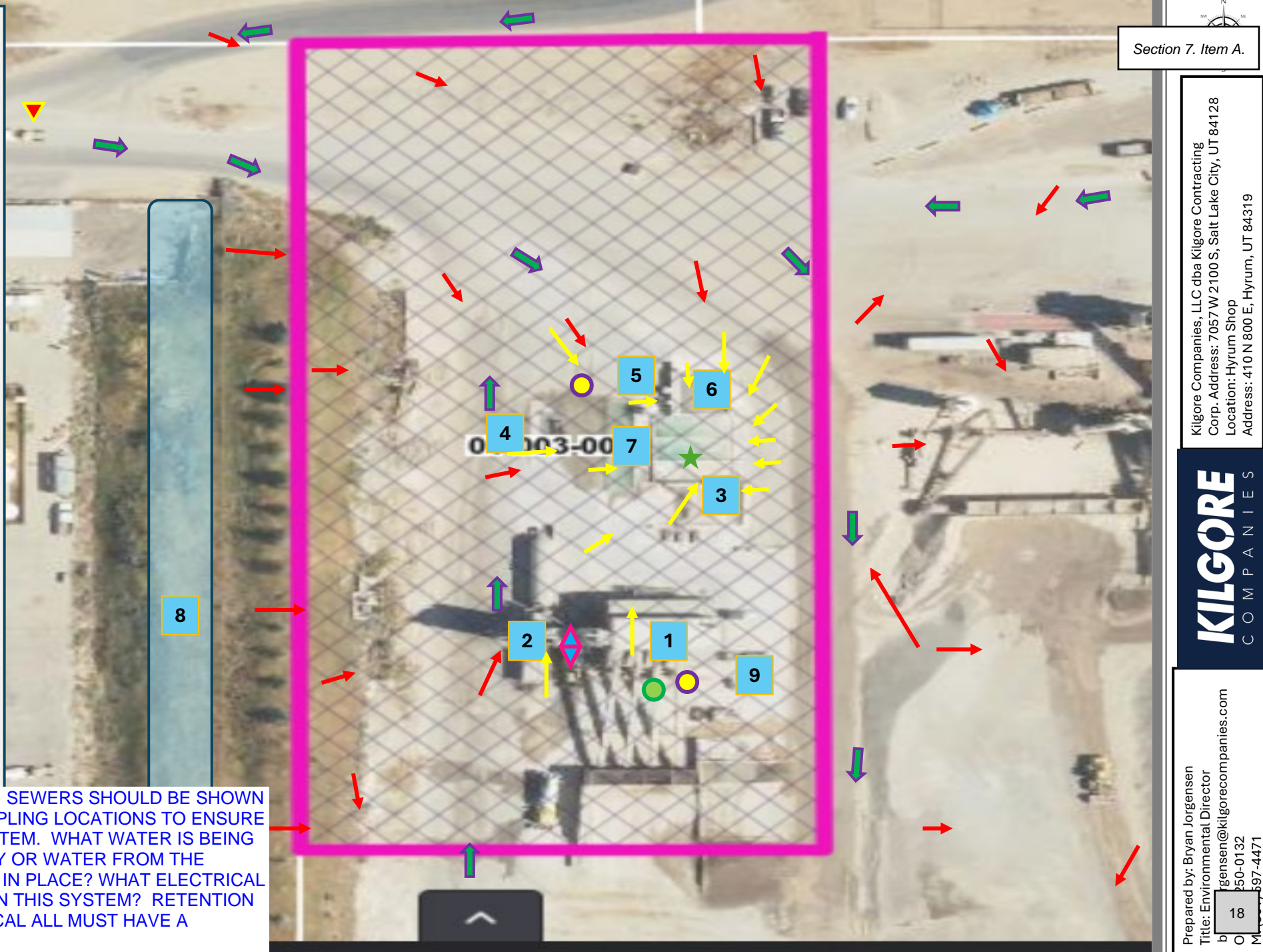
▭ Large Earthen Berm / Separator from Operations

◈ Dust Collector and CO2 Emission Reducer System

● Spill pallet & fluid drums & Admixture containment storage area

● Spill Kit & Containment Materials

THIS SHOULD SHOW UTILITIES WITH TIE-INS. SEWERS SHOULD BE SHOWN WITH CONNECTION TO MANHOLES AND SAMPLING LOCATIONS TO ENSURE CONTAMINATION DOES NOT ENTER THE SYSTEM. WHAT WATER IS BEING USED FOR THE PROCESS? IS THIS CULINARY OR WATER FROM THE TRUCKS? WHAT BACKFLOW PREVENTION IS IN PLACE? WHAT ELECTRICAL WORK HAS BEEN DONE OR MODIFIED TO RUN THIS SYSTEM? RETENTION FOR WASHOUT AREAS, PLUMBING, ELECTRICAL ALL MUST HAVE A BUILDING PERMIT.



Section 7. Item A.

Kilgore Companies, LLC dba Kilgore Contracting
Corp. Address: 7057 W 2100 S, Salt Lake City, UT 84128
Location: Hyrum Shop
Address: 410 N 800 E, Hyrum, UT 84319

KILGORE
C O M P A N I E S

Prepared by: Bryan Jorgensen
Title: Environmental Director
b.jorgensen@kilgorecompanies.com
801-250-0132
801-597-4471



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyrumcity.gov

Zoning Clearance Permit

Name of Applicant: _____ Date: _____

Mailing Address: _____

Telephone: _____ Email: _____

Type of structure to be built: _____

Overall Square Feet: _____ Overall Height: _____

Building Lot Address: _____

Subdivision Name (if applicable): _____

Phase: _____ Lot Number: _____ Tax ID/Parcel Number: _____

Utilities: Sewer, Water, Irrigation, Power, main lines, laterals, meters and cleanouts are required on the Plot Plan.

Sewer: ☐ New ☐ Other: _____

Water: ☐ New ☐ Other: _____

Irrigation: ☐ New ☐ Other: _____

Power: ☐ New _____ AMPS. ☐ Other: _____

Zoning Clearance Application and Permit refunded to: ☐ Applicant ☐ Contractor

Certification: I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature: _____ Date: _____

Applicant shall continue onto Page 2 of this form to complete, sign, date, and submit the following required checklist to Hyrum City for a complete application. Incomplete applications will be returned to the applicant for completeness.

The Cache County Development Services Building Department reviews plans, issues permits and performs building inspections for Hyrum City. **It is the responsibility of the applicant to submit a Hyrum City Zoning Clearance Permit if required to the Building Department** located at 179 North Main St., Suite 305, Logan, UT 84321. The Building department can be reached by telephone at (435) 755-1650 or by email at: cachecountyplanreview@gmail.com

Cache County Building Permit Required: ☐ Required ☐ Not Required

Hyrum City Zoning Clearance Permit Approval: ☐ Approved ☐ Not Approved

Zoning Department: _____ Date: _____

Sewer Department: _____ Date: _____

Water Department: _____ Date: _____

Power Department: _____ Date: _____

The Applicant must review, check, sign, date and submit the information below to initiate the application review process. Any checklist items not marked may require a written explanation as for why the item is not applicable.

Hyrum City Code and Construction Standards: The following information contained herein is not inclusive. For complete details and specifications, please refer to Hyrum City Code (HCC) and Hyrum City Construction Standards available online at: www.hyrumcity.gov and the following references:

- HCC Title 13 Public Services
- HCC Title 17 Zoning
- Hyrum City Construction Standards Manual

Plot Plan Format: The Plot Plan must meet all of the requirements of Hyrum City Code 17.08.090 for the plan drawing and the specific requirements in Title 17 for the planned structures, egress, parking, etc. for the zone in which the permit is sought. Plot Plan requirements applies to all individuals and developers for each and every lot, and the must be signed by the person responsible for proper installation.

THE PLOT PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- ☐ The plot plan must be neatly drawing to a scale no less than one-sixteenth of an inch per foot with eligible text not less than 10-point font. Ineligible plot plans will be rejected and returned.
- ☐ The name and address of the property owner.
- ☐ Lot size and location, including street address where possible.
- ☐ Clearance of buildings from those on adjoining lot, and other buildings on the same lot.
- ☐ Outline for existing and proposed building to be constructed, showing location of all utilities (**Sewer, Water and Irrigation, and Power are required on the Plot Plan**), side yards, and rear yards.
 - ☐ **Sewer:** (Section 5 of Hyrum City Construction Standards)
 - ☐ Downspout connections, foundation and basement drains, sumps and storm drain connections shall be prohibited from discharging into the sanitary sewer system.
 - ☐ Sewer lines including laterals shall be designed for at least 10 feet horizontal separation, measured edge to edge from any water line.
 - ☐ All utilities paralleling the sanitary sewer shall be designed to have at least 5 feet horizontal separation, measured edge to edge of the utility. This includes storm sewers, secondary water lines, conduits of all types, telephone cable, underground power and other cables.
 - ☐ Laterals should not be located under driveways.
 - ☐ Cleanouts shall be installed at 50-foot intervals for 4" laterals, 75-foot intervals for 6" laterals, and at all changes in direction. In all cases, a cleanout shall be installed just outside of structure, or as close as practicable. This cleanout shall be housed in a typical irrigation valve box with a minimum size of 17"L x 12"W x 13"D
 - ☐ **Water and Irrigation:** (Section 6 of Hyrum City Construction Standards)
 - ☐ All new water services must be located at center of lot and nine feet (9') off property line. (Location to be marked by Hyrum City).
 - ☐ Irrigation laterals and meter bases must be at least three feet (3') away from culinary services and not be located in the driveway.
 - ☐ **Power:** (Section 7 of Hyrum City Construction Standards)
 - ☐ Builder must fill out a required "Load Data Sheet" and return it to Hyrum City's Power Department. The department will use the sheet to document inspections and size the service wire/conduit. The City will not perform the required trench inspections without a Load Data Sheet. The builder and Hyrum City Power will meet to determine if the service will be underground or overhead.
 - ☐ Do not begin work on the service installation before receiving the service design from Hyrum City's Power Department. Any work done that does not meet the Hyrum City Power Department design is at risk of having to be re-done at the cost of the builder/customer.
 - ☐ The building site requiring service must have its address marked and clearly visible from the street.
- ☐ Location of septic tanks and drain field or sump and location of sewer lines coming from the structure, together with a signature and approval of the State Sanitarian

- ☐ Location of utility meters. Gas and electric to be readily accessible in unfenced area of front or side yard, water meter to be located in parking strip (not in the driveway or sidewalk).

General information:

- ☐ **Accessory Buildings.** Are buildings used for purposes incidental to the main structure, such as private garages, storage buildings, repair facilities, hothouses, portable shelters (carports, awning, etc.), solar units, storage pods/containers (maximum size allowed one hundred and forty (140) square feet unless otherwise approved by the Planning Commission with possible additional landscaping & construction requirements or for temporary use), located on the same lot occupied by the main building. **Accessory buildings have a height limit of twenty-five (25) feet.**
- ☐ **UDOT Ingress/Egress Permit For State Highway.** This permit is given by UDOT. It is the applicant's responsibility to contact UDOT to receive the permit.
- ☐ **Staking The Site & Address Display.** Hyrum City requires all new construction sites to be staked showing the location of the new structure before the Building Permit Clearance Form is submitted to Hyrum City. An address sign with lot number, minimum size 18" x 24", has to be prominently displayed in the front yard of the lot.
- ☐ **Wetlands.** The U.S. Army Corps of Engineers administers permitting procedures for the development of wetlands. It is the responsibility of the property owner/developer to ensure that compliance with wetland provisions of the Federal Water Pollution Control Act (now called the Clean Water Act of CWA) and any other applicable Federal Laws are met. Hyrum City has neither the authority nor the resource to monitor the provisions of Federal Acts. The issuance of a building permit does not absolve the owner/developer of the responsibility of meeting Federal Law requirements. Documentation from the U.S. Army Corps of Engineers may be required by Hyrum City.
- ☐ **High Ground And Surface Water.** Hyrum City does not have the resources or intent to determine surface and subsurface ground characteristics that may be detrimental to a property's use as a home site or commercial building location. Examples of these characteristics are seismic activity, high water tables, surface water run-off, and underground springs. It is the sub divider's and homebuilder's responsibility to obtain sufficient Engineering of the site proposed for development to ensure that the constructed structures are not damaged by water, soil slippage or seismic activity. The building permit applicant and the contractor assume the risk for any subsequent damage to structures by these characteristics. Documentation and soil reports may be required by Hyrum City for areas with high ground and surface water.
- ☐ **Winter Water Connection.** Hyrum City does not allow water connections when frost is in the ground from December 1st to March 1st.
- ☐ **Irrigation.** Hyrum City does not allow hot taps to take place from May 1st to October 30th.
- ☐ **Roads.** Hyrum City does not allow road cuts from October 1st to March 1st.
- ☐ **Electrical Connection.** Owner or contractor to install conduit. Hyrum City will provide and pull the cable up to 100 feet for 200 amp or smaller services as part of the connection fee. The cost of extra cable over 100 feet will be added to the connection fee.
- ☐ **Liability.** Hyrum City assumes no responsibility for these or related problems.

Construction site regulations:

- ☐ **The erection (including excavation), demolition, alteration or repair of any building shall be prohibited between the hours of ten (10:00) p.m. and seven (7:00) a.m.**
- ☐ It is unlawful for any person to store or dispose of any construction materials, gravel, dirt, wasted concrete, debris, garbage, or litter of any type, chemical, fuel, and any other substance that may be unsightly or deleterious to the health, safety, and welfare of the community.
- ☐ No person shall excavate any sidewalk or make any excavation in any street, lane or alley, or remove any permanent or other material from any street or improvement thereon without first obtaining an **Excavation and Right of Way Encroachment Permit** from the City through a separate application.
- ☐ It is unlawful for any person to break, excavate, tunnel, undermine, or in any manner affect the surface or base of any street, or to place, deposit or leave upon any street any earth or any other excavated material obstructing or tending to interfere with the free use of the street, unless such person shall first have obtained an **Excavation and Right of Way Encroachment Permit** from the City through a separate application.

- ☐ Excavation operations shall be conducted in such a manner that a minimum amount of interference or interruption of street traffic will result. Inconvenience to residents and businesses fronting on public streets shall be minimized. Suitable, adequate and sufficient barricades shall be available and used where necessary to prevent accidents involving property or persons. Barricades must be in place until all of excavator's equipment is removed from site and excavation has been backfilled and the proper temporary gravel surface is in place. From sunset to sunrise all barricades must be clearly outlined by acceptable warning lights, lanterns, flares and other devices. Police and fire departments shall be notified at least twenty-four hours in advance of any planned excavation requiring street closures or detour.

Notice to applicants and contractors:

Please read the following information carefully. It pertains to building inspection procedures, and the \$2,000 contractor's deposit:

- ☐ Read and understand the requirements of the building procedures, and the specific requirements in Title 17 for development in this zone and develop the property in conformance with those procedures and the requirements of Title 17.
- ☐ To ensure repair of any and all damage to city property including but not limited to damage to sidewalks, curb and gutters, roadways, utility systems, etc. Hyrum City requires a construction deposit in the amount of \$2,000 for new residential or new commercial construction, a \$1,000 deposit for residential and commercial remodel, and a \$200 deposit for accessory buildings. Said deposit will be refunded in whole or in part following final inspection. All or part of the deposit may be forfeited to repair damage to city infrastructure occurring during construction.
- ☐ Before a building is occupied a final inspection must be made and a Certificate of Occupancy given. Violation of this item will result in the forfeiture of the \$2,000 Contractors Deposit. All subdivision improvements must be completed before occupancy permits will be issued for any dwellings.
- ☐ Garbage dumpster is required at each construction site to avoid forfeiture of deposit. The dumpster shall be stored on private property and not on any city street or within the right of way of an accepted street.
- ☐ The street address and lot number must be prominently posted on construction site.
- ☐ Modification/damage or use of the temporary electrical connection for other than construction uses will result in the forfeiture of \$110 of the deposit.
- ☐ The front yard area of all residential lots must be landscaped within 18 months of issuance of Occupancy approval as per Title 17 requirements. A \$2000 deposit will be held until landscaping requirements are met.
- ☐ **HYRUM CITY FEES DO NOT INCLUDE THE BUILDING PERMIT FEES**, which must be purchased from the Cache County Building Department.
- ☐ All building inspection requests are to be scheduled through the Cache County Building Inspection Office; a 24-hour notice is required.

Name of Contractor (if applicable): _____

Mailing Address: _____

Telephone: _____ Email: _____

Building Lot Address: _____

Contractor Signature: _____ Date: _____

Required Checklist Acknowledgement:

I do hereby say that I am the Applicant of this application, and I have read the Hyrum City Code and Construction Standards Information and completed the Requirement Checklist. The statements, information, exhibits and any and all submitted documents attached or submitted represent the intentions of the applicant are in all respects true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____