



Established 650 A.D. Settled 1880 Incorporated 2018

Town of Bluff 190 N. 3rd E., Office #1, PO Box 324, Bluff, UT 84512 www.townofbluff.org

Land Use Clearance Application

All fields in this form are **required**, along with all applicable documents and plans. A Land Use Clearance (and subsequent Building Permit) must be obtained before commencing any new construction, before moving a prebuilt home or structure onto a lot, or a remodel that is structural in nature. Land Use Clearance valid for one year after approval. If a building permit is not acquired within one year, a new Land Use Clearance will be required.

Land Use Clearance Applications can be submitted by mail, email (planningzoning@townofbluff.org), or in person to the Town of Bluff Administration Office. Applications must be received by Wednesday at 5pm MTN one (1) week prior to the regularly scheduled Planning and Zoning Commission meeting to be considered at that meeting. Application fee is non-refundable. Please visit www.townofbluff.org for Master Fee Schedule.

The applicant must provide a description of all new construction, demonstrating compliance with all height, setbacks, lighting, signage, and ordinances. The applicant must show adequate utilities are available to the proposed development site.

Some projects require a full site plan. If uncertain, please contact Planning and Zoning to verify.

I, _____, certify that I am aware of zoning codes and ordinances. My project will comply with all applicable state and local codes and ordinances.

_____ Signature (Property Owner / Applicant) _____ Date

Project Contact Name	
Project Contact Phone	
Project Contact Email	
Project Contact Mailing Address	

Name of Applicant: _____

Legal Description of Property	
Physical Address or Google Plus Code	
County Property Tax Parcel Number	
Property Owner	
Property Owner Signature	
Date Submitted	

Zone (https://www.townofbluff.org/planning-zoning/maps/)	
Description of land use (ex: residence, restaurant, museum, etc.)	
Acreage of parcel	
Short narrative describing project (attach additional documentation if necessary)	
<i>For new development:</i> Square footage	
<i>For remodel or addition:</i> Square footage	Existing: Proposed:
Number and square footage of existing accessory buildings/dwellings (attach detailed plans if more than one building)	Existing: Proposed:

Name of Applicant: _____

Building height in feet	Existing: Proposed:
Setbacks	Front: Side: Side: Back:

Septic Approval Date	
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TO BE COMPLETED BY THE APPLICANT FOR:

1. Residential or commercial remodeling, additions, or changes less than 2,000 square feet *or*
2. Construction of a single-family dwelling *or*
3. Construction of a duplex *or*
4. Construction of an accessory dwelling unit

Please submit and check the following list. Write yes, no, or n/a for non-applicable:

Scale Plan Drawing of the site with

Location of existing buildings

Location and height of all new construction, including accessory buildings

Property corners AND setbacks of structures from property boundaries

Access to public road (direct physical access or via legal easement)

Dimensions and alignment of any proposed road construction

Location and description of all exterior lighting

Location, description, and dimensions of any stormwater improvements

Location of existing access to electricity OR written service commitment approved by electrical utility

Location of existing connection to culinary water OR written service commitment approved by the culinary water provider for a service extension

Location of septic or individual sewage disposal system as approved by San Juan County Health Department

A copy of the septic approval from the San Juan County Health Department
Road Encroachment Permit, if applicable. To obtain, contact the Town of Bluff

List any additional documents being submitted:

Name of Applicant: _____

FOR ALL OTHER CONSTRUCTION, PLEASE:

1. Attach documentation or drawings of the following:
Approved Site Plan for development larger than 2,000 square feet (see ordinance)

Name of Applicant: _____

OFFICE USE ONLY

Planning & Zoning Official:	
Planning & Zoning Signature:	
Date Received:	Date Approved:
Land Use Clearance Number:	
Attachments:	
Comments:	

FEES

Fee Received: YES _____
NO _____

Date: _____

Amount: _____

Visit www.townofbluff.org for Master Fee Schedule