



Application for a Conditional Use Permit

Overview:

A Conditional Use Permit (CUP) is required for land uses that have the potential to negatively impact neighboring properties. Using Section 17.56.060 of the Murray City Code, the Planning Commission determines if the impacts of the proposed use can be adequately mitigated through conditions.

Application Fee (non-refundable):

Conditional Use Permit: \$300.00
Conditional Use Amendment: \$300.00

Application Process

Step 1. Contact the Planning Division: Meet informally with a member of the planning staff to discuss your proposal and review the issues, procedures and fees associated with the application.

Step 2. Submit Application: For all CUP/Site Plan Review applications, please submit the following information, ensuring each item is either checked off or marked 'NA' if not applicable. For each 'plan' submitted, include at least one (1) 11x17 copy (or larger if requested by staff) and a digital PDF. You may submit via email by emailing planning@murray.utah.gov.

Step 3. Department Review: Your application is routed to various City departments for technical review. Planning staff has up to fifteen (15) business days to determine if the application is complete and will obtain payment after it is deemed complete.

Step 4. Planning Commission Meeting: You or an authorized representative **must** attend. The Commission will approve, modify, continue, or deny the request.

Additional Information

Conditions of Approval: Permits are strictly contingent upon compliance with all City requirements and may be revoked if any conditions are violated.

Business Licensing & Site Improvements: All permit conditions must be fully met and maintained prior to the issuance of a Murray City Business License. Installation of new landscaping, irrigation, or other site improvements in compliance with City standards may be required prior to final approval

Expiration: Approvals automatically expire twenty-four (24) months after the approval date unless an active building permit or business license is obtained. One (1) year extensions may be approved by the Planning Commission.

Appeals: Any final written decision may be appealed to the Hearing Officer by submitting a written statement and filing fee within ten (10) days of the decision.

Contact Information:

Address: 10 East 4800 South, Suite 260, Murray, UT 84107
Phone: 801-270-2430
Email: planning@murray.utah.gov
Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Updated: July 14th, 2026

***All plans submitted with the application will not be returned to the applicant and are the property of Murray City. ***



APPLICATION SUBMITTAL CHECKLIST

1.____	Completed Application Form (Page 3).
2.____	Property Owner's Affidavit: Property owner's acknowledgment of application that MUST BE NOTARIZED (Page 4).
3.____	Agent Authorization: Required if an agent represents the owner and will attend a public meeting/hearing. MUST BE NOTARIZED (Page 4).
4.____	Owner's Certification Form: Required only for multi-tenant buildings (Page 4).
5.____	Narrative: Describe the typical hours, operations, and physical characteristics associated with the proposed use.
6.____	Scaled Site Plan: Must be drawn to a standard engineering or architectural scale and show property lines, entries/exits, parking, existing and proposed buildings, and landscape areas.
7.____	Scaled Floorplans: Include both existing and proposed floor plans. All plans must be prepared to a standard engineering or architectural scale (i.e. 1/8"=1', 1/4"=1', etc.).
8.____	Preliminary Landscape Plan: Must show existing and proposed lawn areas, specific tree/shrub locations, and non-living materials which must comply with Chapter 17.68 and the specific requirements of the property's underlying zone.

*Only include items 9-12 if the project involves **NEW BUILDINGS** or **PHYSICAL SITE IMPROVEMENTS***

9.____	Grading and Drainage Plan: A preliminary plan showing the road/lot layout, topography at two-foot contour intervals, north arrow, subdivision name, and areas of substantial earthmoving with an erosion control plan.
10.____	Utility Plan: A preliminary utility plan showing road/lot layout, north arrow, subdivision name, and all existing/proposed utilities (sewer, water, fire hydrants, storm/subsurface drains, gas, existing power lines, streetlights, and easement dimensions).
11.____	Building Elevations: Must be dimensioned to show an accurate representation of the proposed building, including a summary of building materials. Prepared to a standard engineering or architectural scale.
12.____	Preliminary Landscape Plan: Must show existing and proposed lawn areas, specific tree/shrub locations, and non-living materials which must comply with Chapter 17.68 and the specific requirements of the property's underlying zone. This plan may need to be formalized to receive Planning approval for a building permit.



☐ New Construction ☐ Remodel ☐ Addition ☐ Land Use Change ☐ Amendment to Existing CUP

Project Name:	
Project Address:	
Parcel Identification Number:	
Parcel Area (Acres):	Current Use:
Floor Area (Square Feet):	Proposed Use:
Zoning District:	Land Use Code:

Applicant's Name:
Mailing Address:
Email Address:
Phone Number:

Property Owner's Name:
Mailing Address:
Email Address:
Phone Number:

I have read the overview of the application and understand that failure to comply with the City's landscaping and site standards or other conditions of approval will result in the denial of my Business License.

Date: _____

Office Use Only —

Project Number:
Planner Assigned:
Date Accepted:

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signer(s) of the above Affidavit who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described above, do hereby appoint my/our agent _____ to represent me/us with regard to this application affecting the above described real property located within Murray City, and to appear on my/our behalf before any Land Use Authority considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the ____ day of _____, 20 ____, personally appeared before me _____ the signer(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public
Residing in Salt Lake County, Utah
My Commission expires: _____

MULTI-TENANT CERTIFICATION

As owner of the multi-tenant property, per City Code 17.76.180, I certify that: The property complies with applicable zoning, the property will comply with any conditions imposed, and each tenant will have designated parking meeting all requirements and clear stall assignment signage.

Owner Signature: _____ Date: _____