



**Hinckley Town Inc.**  
 161 E 300 N, P.O. Box 138  
 Hinckley, UT 84635  
 435-864-3522, 435-864-3341 fax  
 clerk@hinckleytown.utah.gov  
 hinckleytown.utah.gov

## Application to Appear

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

### APPEARANCE INFORMATION

Request to appear before:  
 Town Council  Planning & Zoning Commission  Other: \_\_\_\_\_  
 Date you wish to appear: \_\_\_\_\_

Subject Summary: \_\_\_\_\_  
 Action Requested: \_\_\_\_\_

**Subject Detail:**

Be as specific as possible, with as much detail as possible. Include any documents, maps, etc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application and all applicable documents must be received (8) days prior to the scheduled meeting that you wish to attend.

For Town Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Town Council Meetings 1<sup>st</sup> & 3<sup>rd</sup> Thursday of each month @ 7pm in the Town Council Chambers  
 Planning & Zoning Commission Meetings 1<sup>st</sup> Wednesday of each month @ 7pm in the Town Council Chambers.



# Hinckley Town

## Planning and Zoning Commission

### Land Use Application

Application submittals. 161 E. 300 N. PO Box 138, Hinckley UT 84635  
435-864-3522 [clerk@hinckleytown.utah.gov](mailto:clerk@hinckleytown.utah.gov) hinckleytown.utah.gov

Date Submitted / Completed

Fees (Office Use)

Receipt Number (Office Use)

#### Property Owner Contact Information

Name of Property Owner(s)

Mailing Address of Property Owner(s)

Phone

Fax

Email Address

Preferred Method of Written Correspondence

Email

Fax

Mail

#### Authorized Representative Contact Information

Name of Person Authorized to Represent the Property Owner(s)

Mailing Address of Authorized Person

Phone

Fax

Email Address

Preferred Method of Written Correspondence

Email

Fax

Mail

#### Zoning

Residential

Mobile Home

General Commercial

Light Industrial

Agricultural

Proposed Use

Project Narrative

Approximate Address

Land Serial Number(s) or Parcel ID

# HINCKLEY TOWN

## SITE PLAN REVIEW CHECKLIST

Please check Hinckley Town Zoning Ordinances to verify the site plan complies with permitted uses within the zone.

*If a checklist item is not applicable to the subject project, please indicate as so.*

- \_\_\_\_\_ 1. Scale and North Arrow. The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20'), and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed.
- \_\_\_\_\_ 2. Legal Description. Legal identification of the property (i.e., plat and lot number or other legal description).
- \_\_\_\_\_ 3. Owner. Name and address of property owner, developer, and designer.
- \_\_\_\_\_ 4. Vicinity Map. Vicinity map showing the location of the site in relation to the surrounding street system.
- \_\_\_\_\_ 5. Property Lines. Property lines with dimensions and area of parcel/lot.
- \_\_\_\_\_ 6. Adjacent Rights-of-Way. Adjacent rights-of-way including the location of existing drives on the frontage opposite the site to be developed (if corner, both sides). Other public and private rights-of-way or easements. All rights-of-way and easements are required to be dimensioned.
- \_\_\_\_\_ 7. Adjacent parcels/lots. Indicate adjacent parcels including their zoning and existing use.
- \_\_\_\_\_ 8. Topography – Drainage. Existing and proposed topography including grades at all property corners, building corners and street center line, and arrows indicating proposed direction of drainage. Onsite storm water retention should be indicated per Construction Specifications.
- \_\_\_\_\_ 9. Natural Features. Location of natural features such as irrigation ditches, drains, and similar features.
- \_\_\_\_\_ 10. Buildings. Existing and proposed buildings, structures, and/or additions, indicating dimensions, area (square footage), height and construction type.  
*Building elevations (including building materials and height dimensions) and building floor plan (dimensioned) sheets are required to be included in site plan sets.*
- \_\_\_\_\_ 11. Building Setbacks & Minimum Building Spacing. Building setbacks of front, side and rear yards and distances between buildings on site.

- \_\_\_\_\_ 12. Proposed Drive Location. Proposed drive location, width and approach. Specifications. Include all pertinent dimensions.
- \_\_\_\_\_ 13. Parking & Loading. Location (*including required parking lot setbacks*), size, and number of parking spaces, loading and stacking spaces.
- \_\_\_\_\_ 14. Fencing. Walls and fencing need to be indicated along with type of building materials.
- \_\_\_\_\_ 15. Waste Receptacles & Enclosures & Other Mechanical Equipment. Location and method of screening.
- \_\_\_\_\_ 16. Sidewalks & Paths. Identify all existing and proposed/required sidewalks and paths.
- \_\_\_\_\_ 17. Lighting. Identify all existing and proposed freestanding, building-mounted and canopy light fixtures on the site plan and building elevations.
- \_\_\_\_\_ 18. Utilities. Identification of existing and proposed utilities:
- \_\_\_\_\_ a. Utility poles, underground gas, electric and telephone lines.
- \_\_\_\_\_ b. Water lines, including location and sizes of existing and proposed water mains, fire hydrants and other structures, and service line(s). Indicate private well location if Town water is not available.
- \_\_\_\_\_ c. Sanitary sewer, lines including location and sizes of existing and proposed sewer mains, sewer structures, and service lead(s). Indicate septic tank location if sewer is not available.
- \_\_\_\_\_ d. Storm sewer, including location and sizes of existing and proposed storm pipes, structures, detention/retention area(s), or other provision for on-site drainage.
- \_\_\_\_\_ 19. Signs. Existing and proposed sign locations - advertising and directional signs on the site for informational purposes.

\_\_\_\_\_ *A separate sign permitting review and approval through the Planning and Zoning Commission is required prior to the installation of any new signage.*

20. Other Requirements, as necessary.

\_\_\_\_\_

a. County Road approval (for property adjacent to County roads).

\_\_\_\_\_

b. County Health Department approval (wells and septic tanks).

\_\_\_\_\_

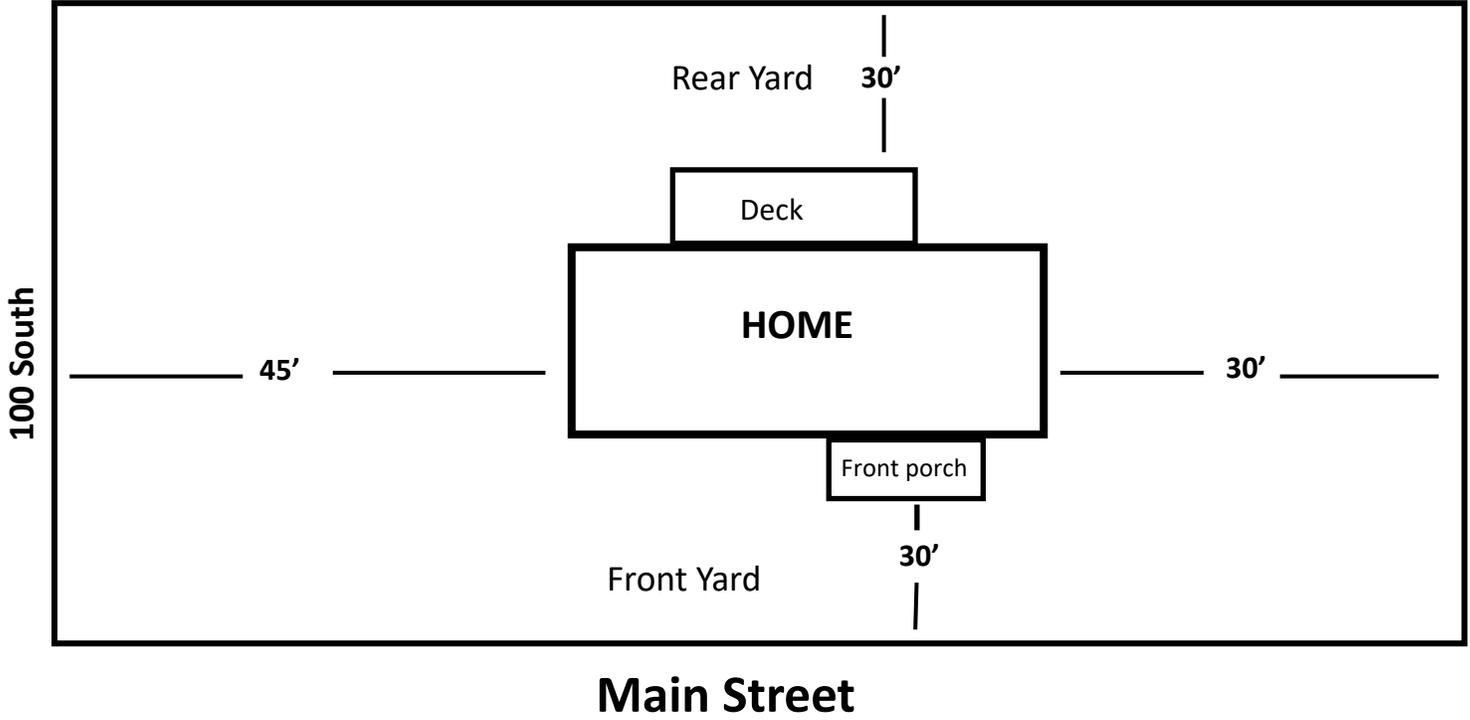
c. County Drain Commission approval (for development along County drains).

\_\_\_\_\_

d. State Road approval (for property adjacent to State roads).

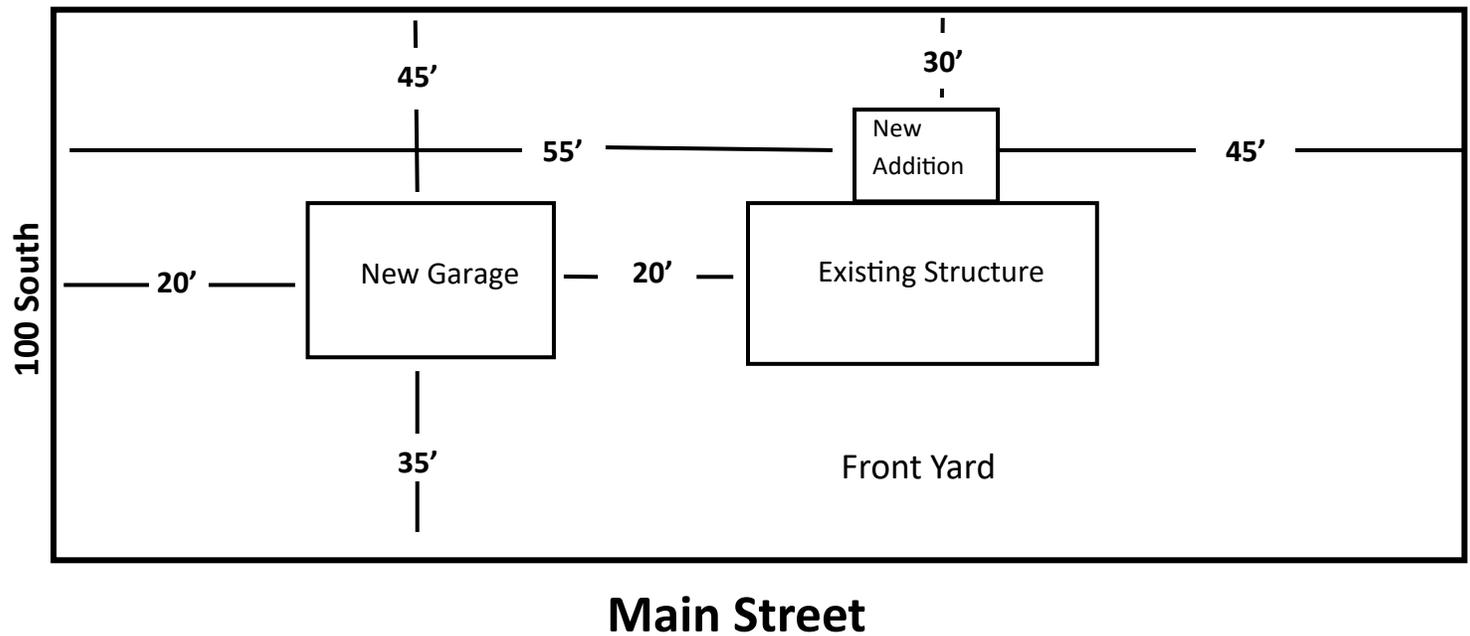
# SITE PLOT PLAN

## New Construction



## Additional Structures

## - Addition to Existing Structure



COMPLETE THIS FORM IF CUTS ARE GOING TO BE NEEDED IN A TOWN STREET OR RIGHT OF WAY



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**RIGHT OF WAY / ROAD ENCROACHMENT AGREEMENT**

Action Requested:

- Encroachment Application – Deposit Required: \$ \_\_\_\_\_
- Inspection of initial repairs
- Inspection after one (1) year - Release

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Building Permit Application #: \_\_\_\_\_

Notes:

I understand that the road, easement and/or sidewalk must be repaired within 90 days of the installation inspection date or Hinckley Town will repair it and deduct the cost of the repair from the encroachment deposit.

In either case, I understand that the deposit will not be refunded until the repair has held for one year.

I understand it is my responsibility to schedule an inspection to begin the one-year period and then again at the end of one year.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

For Town Use Only

Inspection of Initial Repair: \_\_\_\_\_ Inspector: \_\_\_\_\_  
Date Signature

Inspector Comment: \_\_\_\_\_

Inspection One year after Repair: \_\_\_\_\_ Inspector: \_\_\_\_\_  
Date Signature

- Approved Release of Deposit
- Disapproved Release of Deposit



# Hinckley Building Permit Application

161 E 300 N, PO Box 138

Hinckley, UT 84635

435-864-3522 clerk@hinckleytown.utah.gov

Applicant Name			
Building Address			
Subdivision	Block	Lot	
Property Area – In Acres or Square FT		Total Building Site Area Used	
Proposed Use of Structure:			
Type of Improvement / Kind of Construction: <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical <input type="checkbox"/> Move <input type="checkbox"/> Convert Use <input type="checkbox"/> Repair <input type="checkbox"/> Solar <input type="checkbox"/> Natural Gas			
Previous use of Land or Structure: (3 Years)			
Dwelling Units now on Lot:		Accessory Buildings now on Lot:	
<b>OWNER INFORMATION</b>			
Name		Phone	
Address			
Email			
Contact, if Business			
<b>CONTRACTOR INFORMATION</b>			
<input type="checkbox"/> Owner Builder State Owner/Builder Certification document required.			
General Contractor		Phone	
Address		License #	
Architect or Engineer		Phone	
Address		License #	
Electrical Contractor		Phone	
Address		License #	
Plumbing Contractor		Phone	
Address		License #	
Mechanical Contractor		Phone	
Address		License #	
<b>REQUIRED DOCUMENTS</b>			
<input type="checkbox"/> Completed Application packet <input type="checkbox"/> 2 Sets of Plans <input type="checkbox"/> 2 Copies of Site Plot Plan <input type="checkbox"/> Other:			
<b>ZONING</b>			
Zone		Minimum Setbacks:	
Front	Side	Side	Rear
<input type="checkbox"/> ROAD ENCROACHMENT DEPOSIT AGREEMENT REQUIRED			
I understand that the road must be repaired within 90 days of the building permit date or Hinckley Town will repair it and deduct the cost of the repair from the encroachment deposit. In either case, I understand that the deposit will not be refunded until the repair has held for one year. Owner Initials: _____			
<input type="checkbox"/> SIDEWALK REQUIRED * Town Inspection required prior to pouring.			

Permit #			
Plan Check	\$	Date Paid/Receipt #:	
Deposit Amount			
Balance Due:	\$	Date Paid/Receipt #:	
<b>BUILDING INFORMATION</b>		<b>FEE SCHEDULE</b>	
Building	Sq ft	Valuation	\$
<input type="checkbox"/> Rough Basement	Sq ft	Building Fees	
<input type="checkbox"/> Finish Basement	Sq ft	Plan Check Fees	
Carport	Sq ft	State Surcharge	
Garage	Sq ft	Water-Connection 3/4" 1" 2"	
Covered Porch	Sq ft	Sewer Connection	
Type of Bldg.	Occ Group		
# Bldgs.	R Value		Road/Right of Way Encroachment Deposit
# Stories	Walls	Roof	Water Impact Fee
# Bedrooms			Sewer Impact Fee
# Dwellings			
<b>Type of Construction</b>			
<input type="checkbox"/> Frame	<input type="checkbox"/> Concrete		
<input type="checkbox"/> Brick	<input type="checkbox"/> Steel	Hinckley Town Fee	
<input type="checkbox"/> Brick Var	<input type="checkbox"/> Mfg. Home	Total	
<input type="checkbox"/> Stucco	<input type="checkbox"/> Solar		
Max. Oc. Load		Plan Check Deposit Applied	
Fire Sprinkler	<input type="checkbox"/> Yes <input type="checkbox"/> No		Balance Due \$
<b>SPECIAL CONDITIONS</b>			
Required by		Approved by	
<b>COMMENTS</b>			
<b>SIGNATURES</b> (All approvals required for issuance are required for occupancy)			
Land Use Approval			
Planning & Zoning Approval			
Building Plan Approval			
This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. An approved inspection must be made every 180 days minimum, or your permit will EXPIRE. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.			
Signature of Contractor or Agent		Date	
Signature of Owner		Date	

This application does not become a permit until signed and receipt issued.  
Please note: Hinckley Town does not accept credit cards for building permits.



## HINCKLEY TOWN BUILDING PERMIT APPLICATION CHECKLIST

161 E 300 N, PO BOX 138  
 HINCKLEY, UT 84635  
 435-864-3522  
 hinckleytown.utah.gov

Applicant Name: \_\_\_\_\_

Contact, if applicant is a business: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Initial each item when complete:

- \_\_\_\_\_ Completed Building Permit Application
- \_\_\_\_\_ Completed Building Permit Checklist Form
- \_\_\_\_\_ Signed Hinckley Town Inspection Notice Form
- \_\_\_\_\_ Site Plot Plan created in accordance to items applicable on the Site Plan Checklist
- \_\_\_\_\_ Property corners need to be surveyed and flagged for verification for new structures.
- \_\_\_\_\_ Port-a-potty on site prior to construction and first inspection, for new construction and permits without existing restroom facilities.
- \_\_\_\_\_ Miscellaneous Forms:
  - Road/Right-of-Way Encroachment Agreement. Deposit that is required for any cuts made to Town Streets or Rights-of-Way.
  - Utility Application, for all permits requesting connection to Town Services.
  - Public Health Department approval of wells and septic tanks if applicable.
  - Millard County Road approval if applicable.
  - State Road approval if applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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 For Town Use Only

Action	Signature	Date
Site Plot Plan Received in Office		
Building Permit Received in Office		
Site Plot Plan Reviewed and Approved/Denied by Public Works		
Site Plot Plan & Building Permit Application Reviewed and Approved/Denied by Planning and Zoning Commission		
Building Permit Deposit Fee paid by Applicant		
Building Plans Approved by Building Inspector		
Building Permit Fees Paid by Applicant		
Building Permit Number Assigned		
Building Permit Scanned and Sent to Millard County		
Building Inspections Completed and Certificate of Occupancy Issued		
Filed in Customer's Folder		

The Hinckley Town Planning and Zoning Commission meet on the 2<sup>nd</sup> Wednesday of each month at 7 pm in the Hinckley Town Council Chambers at 161 E 300 N, Hinckley. The application and all applicable documents must be received (8) days prior to the scheduled meeting you wish to attend.



## HINCKLEY TOWN, INC.

161 E 300 N PO BOX 138

HINCKLEY, UT 84635

PHONE: 435-864-3522

clerk@hinckleytown.utah.gov

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## INSPECTION NOTICE

It is the responsibility of the permit holder or contractor to contact Sunrise Engineering for all required inspections, which are listed as follows: IBC 109.5

Footings, with steel in place and prior to pouring  
Foundations, with steel in place and prior to pouring  
Underground electrical and plumbing  
Framing  
Rough plumbing  
Rough electrical  
Rough mechanical  
Weather resistive barrier and flashing (sec. 1403.2 – 1405.3)  
Drywall/Firewall  
Exterior – siding, brick, or stucco  
Gas piping  
Electrical service panel  
Final

Allow 24-hour notice for inspections.

This list may not be conclusive and may vary depending on the scope of the project. If you have any questions, please contact Sunrise Engineering at 800-560-6151 or Hinckley Town at 435-864-3522.

Please note that the International Building Code Section 110.1 states. “No building or structure shall be used or occupied, and no changes in the existing occupancy classification...shall be made until the building official has issued a certificate of occupancy...” A certificate of occupancy will not be issued without all required inspections having been completed and approved.

Criminal charges may be filed for violation of this ordinance.

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Signature

Date