



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 1st & 3rd Thursday of each month @ 7pm in the Town Council Chambers
Planning & Zoning Commission Meetings 2nd 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 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
(R-1, R-2, R-3, R-4)

☐

Municipal /
Non-Profit (M)

☐

General Commercial
(C)

☐

Light Industrial (LI)

☐

Agricultural (A)

☐

Planned Unit
Development
Overlay (PUD)

☐

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.

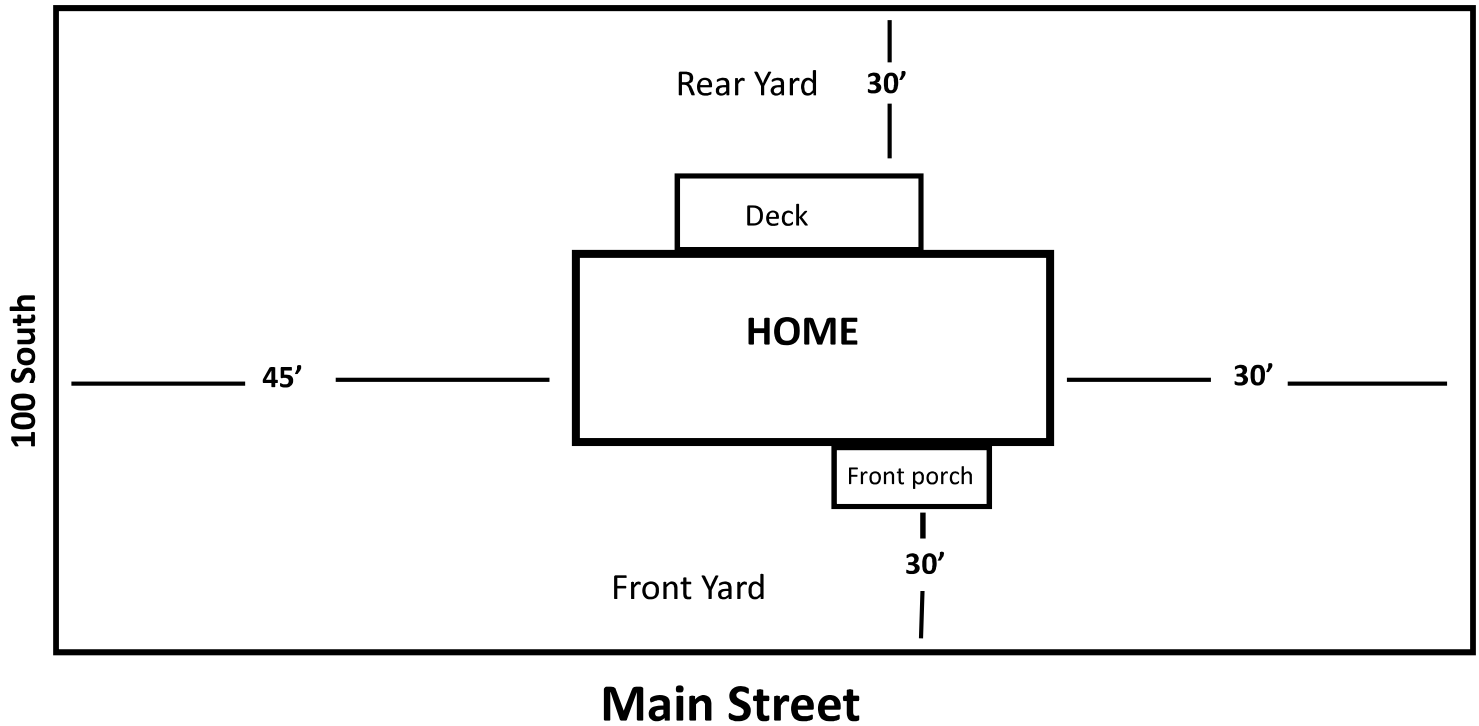
- _____ 12. Proposed Drive Location. Proposed drive location, width and approach. Specifications. Include all pertinent dimensions.
- _____ 13. Parking & Loading. Location (*including required parking lot setbacks*), size, and number of parking spaces, loading and stacking spaces.
- _____ 14. Fencing. 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. Note: Connection is mandatory if the structure is within three hundred feet (300') of a Town sewer lateral.
- _____ 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 Relevant Land Use Authority 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

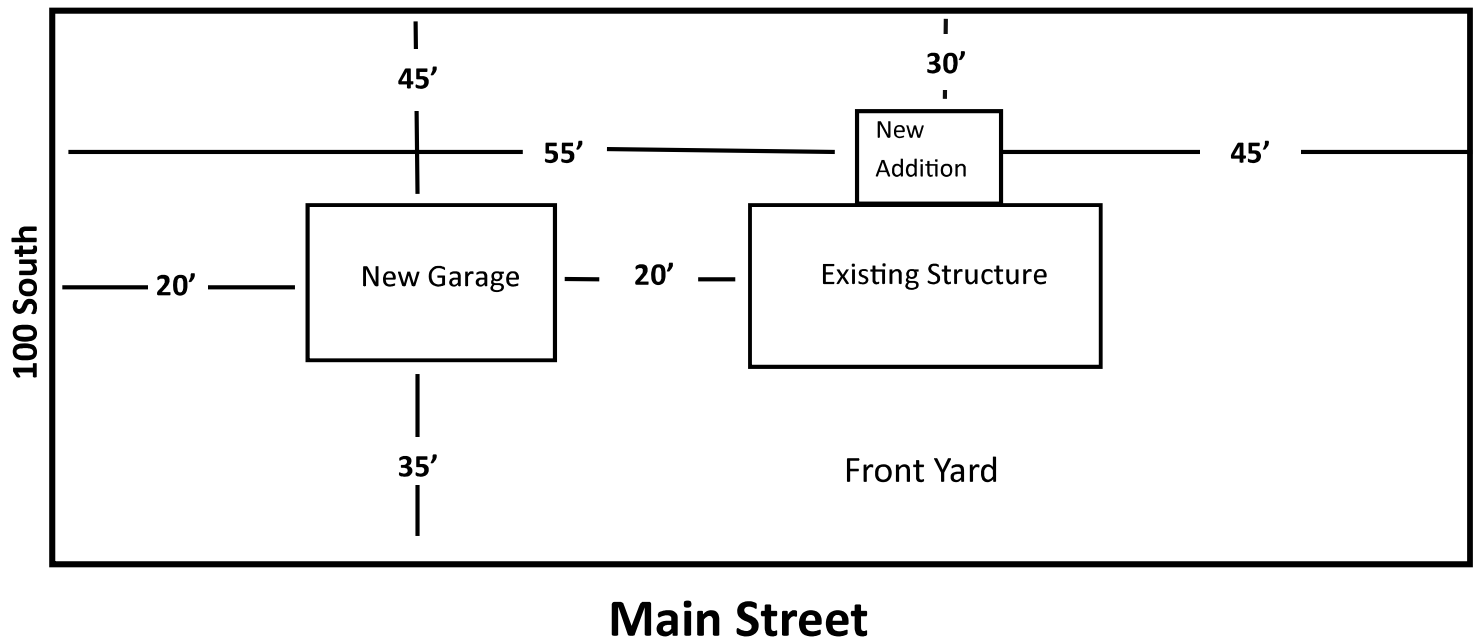
New Construction



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 twenty-four (24) months - 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 been maintained for a period of twenty-four (24) months to ensure restoration to original condition..

I understand it is my responsibility to schedule an inspection to begin the 24-month period and then again at the end of 24-months.

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: ☐ New Construction ☐ Remodel ☐ Addition ☐ Demolition ☐ Electrical ☐ Move ☐ Convert Use ☐ Repair ☐ Solar ☐ Natural Gas			
Previous use of Land or Structure: (3 Years)			
Dwelling Units now on Lot:		Accessory Buildings now on Lot:	
OWNER INFORMATION			
Name		Phone	
Address			
Email			
Contact, if Business			
CONTRACTOR INFORMATION			
☐ 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 #	
REQUIRED DOCUMENTS			
☐ Approved Zoning Permit (a prerequisite for building permits) ☐ 2 Sets of Plans ☐ 2 Copies of Site Plot Plan ☐ Other:			
ZONING			
Zone		Minimum Setbacks:	
Front	Side	Side	Rear
☐ 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 been maintained for a period of twenty-four (24) months to ensure restoration to original condition.. Owner Initials:			
☐ SIDEWALK REQUIRED * Town Inspection required prior to pouring.			

Permit #			
Plan Check	\$	Date Paid/Receipt #:	
Deposit Amount			
Balance Due:	\$	Date Paid/Receipt #:	
BUILDING INFORMATION		FEE SCHEDULE	
Building	Sq ft	Valuation	\$
☐ Rough Basement	Sq ft	Building Fees	
☐ 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			
Type of Construction			
☐ Frame ☐ Concrete			
☐ Brick ☐ Steel			
☐ Brick Var ☐ Mfg. Home			
☐ Stucco ☐ Solar		Total	
Max. Oc. Load		Plan Check Deposit Applied	
Fire Sprinkler ☐ Yes ☐ No		Balance Due	\$
SPECIAL CONDITIONS			
Required by		Approved by	
COMMENTS			
SIGNATURES (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

clerk@hinckleytown.utah.gov hinckleytown.utah.gov

Applicant Name: _____

Contact, if applicant is a business: _____

Contact Phone Number: _____

Contact Email: _____

Initial each item when complete:

- _____ Approved Zoning Permit from the Zoning Administrator
- _____ 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, unless access to existing sanitary facilities is available within an existing building on the site.
- _____ Miscellaneous Forms:
 - Road/Right-of-Way Encroachment Agreement. Deposit is required for any cuts or work affecting street surfaces.
 - 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

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 the Relevant Land Use Authority		
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 2nd 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 at least ten (10) days prior to the scheduled meeting you wish to attend to allow for required staff review and report preparation.



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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BUILDING INSPECTION NOTICE

It is the responsibility of the permit holder or contractor to contact the Building Official 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
- ☐ Insulation Inspection
- ☐ Weather resistive barrier and flashing (sec. 1403.2 – 1405.3)
- ☐ Drywall/Firewall
- ☐ Exterior – siding, brick, or stucco
- ☐ Gas piping
- ☐ Electrical service panel
- ☐ Final

Allow reasonable notice as established by the Town 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 the Building Official 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.

Signature

Date

ACCT NO. _____



WATER DEPT. AUTH _____
CALLED FOR INSPECTION _____
CONNECTION/UPSIZE FEE _____

WATER SERVICE AGREEMENT

PROPERTY OWNER _____

PROPERTY ADDRESS _____ PARCEL # _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

WATER SERVICE CONNECTION

☐ NEW WATER SERVICE ☐ REPLACE METER ☐ UPSIZE EXISTING WATER SERVICE & METER

METER SIZE _____ WATER SERVICE LINE SIZE _____ PARCEL # _____

CONTACT NAME _____ CONTACT PHONE _____

METER BOX LOCATION _____

INDICATE PROPERTY TYPE ☐ HOUSE ☐ FEEDLOT ☐ COMMERCIAL ☐ INDUSTRIAL

CIRCLE PROPERTY ZONE RESIDENTIAL AGRICULTURAL GENERAL COMMERCIAL INDUSTRIAL

GENERAL USE OF WATER SERVICE _____

SIGNATURE: _____

WATER DEPARTMENT USE ONLY

DATE OF WATER SERVICE INSTALLATION: _____

METER MAKE _____ METER ID _____

METER SIZE _____

METER LOCATION _____

The undersigned, referred to as Customer, hereby applies for water service from The Town of Hinckley, Utah. In consideration of the Town accepting this request and providing the services, the Customer agrees as follows:

- A.
1. Hinckley Town shall make available the requested connection, including the water meter after I have complied with the Hinckley Town regulations regarding installation of a water line and other such requirements. I agree that the water connection must be installed by a certified licensed plumber within one (1) year from the date of purchase. I agree to pay to Hinckley Town the connection charges and fees as may be fixed by the Town Council by resolution or ordinance.
 2. The work of extending the water line from the existing Town water main to the water meter and to the place at which the water is to be used shall be my responsibility as provided by Hinckley Town regulations. The applicant acknowledges that in areas where the Town has undersized water lines (1 ½", 2", 3", and 4"), the property owner is required to upsize the water line to 8" to their property at their own expense.
 3. The connection to the municipal water system up to my property line or to the water meter if the meter is installed within my property, and the water connection including the meter, shall always be and remain the property of Hinckley Town and Hinckley Town shall have access thereto at all times. The applicant understands that water connections are appurtenant to the property and are non-transferable.
- B. The location of the meter, whether it be on my premises or at some point near my premises shall be decided by Hinckley Town.
- C. Before making connection to the water system, I will assure that the plumbing upon my premises may be inspected by Hinckley Town and if the plumbing is not approved; I will cause the plumbing to be corrected at my own expense to meet the requirements of Hinckley Town, the state of Utah as set out in the Utah Plumbing code and the requirements of any other governmental agency having jurisdiction to regulate the Hinckley Town water system.
- D. I agree to be bound by the rules, regulations, resolutions, or ordinances as now or are hereafter by the Town of Hinckley applicable to use of its municipal water system.
- E. I agree that my utility account has a previous balance and current charges that are not paid by the 20th day of the current month, a Discontinuation of Service notice will be sent. the Town of Hinckley shall be entitled to disconnect my water service after giving five (5) business days notice at the address set out above. I further agree that if Hinckley Town is required to disconnect my water service, a reconnecting fee shall be paid prior to reconnection.
- F. The monthly utility bill for water service shall be sent to the customer address as listed above.
Hinckley Town shall not be obligated to send notice of billings to any other address than that shown above until I have given written notice of change of address to Hinckley Town Clerk.
- G. The name of the property owner for the premises to be served by the connection is as listed above.
- H. The general use or uses of the property to be served is as indicated above.
- I. I agree to have any required backflow prevention assembly tested within ten (10) working days of installation and annually thereafter, providing proof of such testing to the Town.

Customer signature _____ Date _____

By signing this Customer acknowledges he/she has read the foregoing conditions on the rendering of water service, understands, and accepts them.

State of _____, County of _____, Subscribed and sworn to before me this _____ day of _____, 20_____, by _____

Hinckley Town Clerk



HINCKLEY TOWN, INC.

161 E 300 N -PO BOX 138

HINCKLEY, UT 84635

PHONE: 435-864-3522

clerk@hinckleytown.utah.gov

hinckleytown.utah.gov

APPLICATION FOR SEWER SERVICE TO THE HINCKLEY TOWN, INC MUNICIPAL SYSTEM

Date: _____

The undersigned hereby is applying for sewer service from Hinckley Town, Inc for the premises located at:

Parcel ID: _____ Address: _____.

The undersigned agrees to pay charges for such sewer service as shall be fixed by the Hinckley Town Council by resolution or ordinance until such time as the undersigned shall direct that such service at those premises is to be discontinued.

All new connections to the Hinckley Town sewer system shall be required to have a back-flow prevention device installed prior to use. All backflow prevention assemblies must be tested within ten (10) working days of installation and annually thereafter by a certified technician. Hinckley Town maintenance personnel shall inspect all new sewer connections prior to occupancy.

In the event that a utility account has a previous balance and current charges that are not paid by the 20th day of the current month, a Discontinuation of Service notice will be sent. If payment is not received within five (5) business days of that notice or of a failure of the occupant of the premises to conform to the ordinances and regulations established by the Town Council relating to the use of the sewer system, Hinckley Town shall have the right to discontinue water service from the municipal sewer system until all delinquencies and any reconnection fees imposed are paid in full or until any failure to conform to the sewer ordinances or regulations issued there under is eliminated.

Additionally, the undersigned agrees that Hinckley Town shall have the right to institute collection proceedings by all means available to it, including suit in a court of proper jurisdiction. The applicant agrees to pay all costs of collection including court costs and attorney's fees.

The undersigned agrees to be bound by the rules, regulations, resolutions or ordinances enacted or adopted by the Hinckley Town Council applicable to the Hinckley Town sewer system.

The applicant acknowledges that sewer connections are appurtenant to the specific property served, are owned by Hinckley Town, and are not transferable to any other person or property.

NON-OWNER APPLICANT. Applications for sewer service made by a tenant or other person not owning the property to which service is requested shall not be entitled to sewer service until the owner of the premises or his duly authorized agent shall sign an agreement to indemnify Hinckley Town for unpaid accounts or other delinquencies attributable to or caused by the tenant.

_____ Applicant's Name (Printed)	_____ Signature of Applicant
-------------------------------------	---------------------------------

Received By: _____	Date: _____
Amount: _____	
Type of Payment: ☐ Cash ☐ Check # _____ ☐ XBP # _____	



HINCKLEY TOWN, INC NEW CUSTOMER -- UTILITY APPLICATION

161 E. 300 N. P.O. BOX 138

PHONE: (435) 864-3522

FAX: (435) 864-3341

clerk@hinckleytown.utah.gov

hinckleytown.utah.gov

- A \$15.00 PENALTY FEE WILL BE CHARGED TO YOUR ACCOUNT WHEN A SHUT-OFF NOTICE LETTER IS ISSUED.
- ACCOUNTS WITH PAST DUE AMOUNTS WILL BE SUBJECT TO SHUT-OFF IF PAYMENT IS NOT MADE IN FULL WITHIN 20 DAYS OF RECEIVING THE UTILITY BILLING .
- WATER METER TURN OFF FEE - \$40.00 or fee in accordance with the Consolidated Fee Schedule.
- WATER METER TURN ON FEE - \$40.00 or fee in accordance with the Consolidated Fee Schedule.
- SHUT-OFFS WILL REQUIRE A FULL PAYMENT OF ACCOUNT BALANCE IN CASH, MONEY ORDER, OR CERTIFIED CHECK FOR THE WATER TO BE TURNED BACK ON.

OFFICE USE ONLY

CUSTOMER NUMBER: _____

NAME _____

DRIVERS LICENSE NUMBER _____

SERVICE ADDRESS _____

MAILING ADDRESS _____

TELEPHONE NUMBER (home) _____ (cell) _____

EMAIL ADDRESS _____

EMPLOYER'S NAME _____ Phone number _____

DOG(s) No ___ Yes ___ How Many? _____

ALL DOGS NEED TO BE LICENSED WITH PROOF OF RABIES VACCINATION!!

HOME- DO YOU OWN _____ or RENT _____

- New property owners need to provide copy of warranty deed at time of application
- If renting the home or property, property owners need to fill out an agreement to indemnify Hinckley Town for unpaid accounts or other delinquencies attributable to or caused by the tenant.
- The applicant acknowledges that water and sewer connections are appurtenant to the specific property served, are owned by Hinckley Town, and are not transferable to any other person or property.

Customer Signature _____ Date _____