



**Midway**  
C.A.R.E.S.

**Midway City**  
75 North 100 West  
Midway, UT 84049

**Community Development**  
435-654-3223 ext. 105  
[mhenke@midwaycityut.gov](mailto:mhenke@midwaycityut.gov)

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## Application for Certificate of Zoning Compliance

**Application Fee: \$300.00**

### Owner(s) of Record:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Applicant or Authorized Representative:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Property Location:

Street Address: \_\_\_\_\_ Subdivision/City: \_\_\_\_\_

Section(s): \_\_\_\_\_ Township(s): \_\_\_\_\_ Range(s): \_\_\_\_\_

Tax Identification #: \_\_\_\_\_ Number of Acres: \_\_\_\_\_

**Prior Approvals:** (list any prior Midway City approval/permits issued for the subject property)

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### FOR OFFICE USE ONLY

**STAFF:**

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

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**PLANNER:**

Complete / Incomplete

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**Please read and sign before application submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. As the applicant for this proposal, I understand that my application is not deemed complete until the Planning Office has reviewed the application. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the workload of the Planning Office.

**I fully understand that I am responsible for the payment of any back taxes and declare that I am responsible for all fees incurred.**

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees are paid (such as: (such as Midway Water Board, Midway Sanitation District, out-of-pocket expenses, etc.) and all items listed herewith are provided or considered not applicable by the Planning Office. All application fees are non-refundable.**

**LAND USE VERIFICATION**

At the request of an applicant, the Planning Staff may issue a Land Use Verification Certificate. Land Use Verification Certificates are based on current ordinances and zoning designations. Therefore, if a parcel is located within an area which has undergone ordinance and/or zoning map amendment, said parcel could be rendered as non-conforming. A “non-conforming lot of record” is a lot or parcel of land lawfully established and maintained but which no longer conforms to the width and area requirements of the zone in which it is located. A lot of record is determined by making one (1) or more of the following findings:

- (1) The lot was created prior to the enactment of zoning and has not decreased in size since the creation of said lot.
- (2) The lot was created legally under the standards existing at the time of its creation; and
- (3) A document provided by the Midway City Planning Department stating that the lot is a “lot of record.”

Through analysis of all associated parcel specific deeds, Planning Staff will establish when the parcel in question was created. Ultimately, this information provides a basis of analysis as to whether the parcel was created in accordance with all applicable regulations. If Planning Staff determines that one or more of the preceding findings are present then a Land Use Verification Certificate would be issued which illustrates the current land use designation and any known issues that relate to the potential for building on the property. If the parcel was created because of illegal subdivision, then the parcel would be required to adhere to subdivision standards pertinent to the respective zone prior to issuance of a building permit.

## CHECKLIST:

### Proposed Use for the Property:

- ☐ Single-family dwelling.
- ☐ Sell lot for construction of single-family dwelling.
- ☐ Other:

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- ☐ Is this property in an approved subdivision? (Circle one)      Yes      No
  - ☐ (\*\*If no, submit the recorded plat map and deeds for the property tracing ownership from the present date back to and including the year 1965.)
- ☐ Attach a full-size copy of the recorded plat map for the quarter section where the parcel is located or a copy of the approved subdivision plat. Highlight the parcel. This may be purchased from the Wasatch County Recorder's Office.
- ☐ Attach a Title Search of the property tracing the ownership from pre-1965 to the present date. (Include the active deed in 1965)
- ☐ Provide all applicable documents and records of Midway City Planning Department, Board of Adjustment, City Council, or Staff approvals.
- ☐ Other Information as required by Planning Staff:

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## *Land Use Verification Process*

