

Garden City Business License Application

PO Box 207 • 69 N. Paradise Parkway • Garden City, Utah 84028
www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

Business Status: <input checked="" type="checkbox"/> New Business (check all that apply) <input type="checkbox"/> Additional Location # _____ <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Transient Vendor <input type="checkbox"/> Concessionaire Vendor	License Fee: Business License Fee <u>110</u> Transient License Fee _____ Concessionaire Fee _____ Additional Location _____ Other _____ Beach Vendor License also requires a BCI background check
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Official Use Only:

Planning Commission:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Town Council:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Inspections: Building Insp.:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
Fire Inspection:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
TC Fire Exemption Approval:	<input type="checkbox"/> Approved	Initial: _____	Date: _____

Comments: _____

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Reliant Landscapes LLC

If name change, previous name: _____

Location Address: 150 W Berry Blossom Ln
 City, State & Zip: Garden City, UT 84028

Business Phone: _____

Cell Phone: 801-712-8916

Mailing Address: PO Box 665
 City, State & Zip: Garden City, UT 84028

E-mail Address: reliantlandscapes@gmail.com

Owners Name: Stuart Thompson

Owners Location: 150 W Berry Blossom Ln
 City, State & Zip: Garden City, UT 84028

Phone: _____

Cell Phone: 801-712-8916

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Landscape design, full and partial installation, and maintenance. Little to no equipment will be stored at address, and no hazardous waste. Will not be setup for customer access.

Utah State Sales Tax Number: NA ND

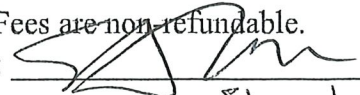
Ut State Professional License No.: will provide

Will you be installing a sign?:

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Stuart Thompson hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule.

Business License Fees are non-refundable.

Owners Signature:  Date: 3/26/24

Please print your name: Stuart Thompson



Garden City Fire District

P.O. Box 248, Garden City, Utah

(435) 994-2460

gardencityfiredistrict@gmail.com

EXEMPTION FOR PERSONAL BUSINESS FIRE INSPECTION

After having been reviewed by the Garden City Fire District Fire Chief, it has been determined that the business belonging to SAM CASSILLAS/STUART THOMPSON ^{ISSENT EARLY} and doing business as RELIANT LANDSCAPES, and located at 150 W. BARRY BLOSSOM LN., is exempt from requiring an annual fire safety inspection due to little or no public access to the place of business, and the said address being a private residence that is not being used for public interaction, and not having employees other than the owner(s) of said business.

It may further be understood that the owner of said business has requested that they be exempted from the annual fire safety inspection and by signing this document do so of their own free will and hold Garden City Fire District and Garden City harmless in the event of a Fire/EMS related emergency that could have been avoided by an inspection by the Fire Chief or one of his authorized representatives.

Business owner: 

Date: 3/26/24

Fire District Chief: 

Date: 3-26-24

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Pd 110
3-14-2

Official Use Only:

Planning Commission:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Town Council:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Inspections: Building Insp.:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
Fire Inspection:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
TC Fire Exemption Approval:	<input type="checkbox"/> Approved	Initial: _____	Date: _____

Comments: _____

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Alpine Mechanical Services LLC

If name change, previous name: _____

Location Address: 70 N 395 W Unit 2

City, State & Zip: Garden City, UT 84028

Business Phone: 978-855-9424

Cell Phone: same

Mailing Address: PO Box 316

City, State & Zip: Garden City, UT 84028

E-mail Address: Jordan@alpine-mech-services.com

Owners Name: Jordan Darsy

Owners Location: 70 N 395 W Unit 2

City, State & Zip: Garden City, UT 84028

Phone: 978-855-9424

Cell Phone: same

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Shi Lift Mechanical technicians, travels to Shi Resorts and provides support for medium and advanced maintenance of Shi Lifts

Utah State Sales Tax Number: _____

Ut State Professional License No.

Will you be installing a sign?: Just sticker on door, No sign

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Jordan Darsy hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule.

Business License Fees are non-refundable.

Owners Signature: Jordan Darsy Date: 3-13-24

Please print your name: Jordan Darsy



Garden City Fire District

P.O. Box 248, Garden City, Utah

(435) 994-2460

gardencityfiredistrict@gmail.com

EXEMPTION FOR PERSONAL BUSINESS FIRE INSPECTION

After having been reviewed by the Garden City Fire District Fire Chief, it has been determined that the business belonging to JORDAN DURSA, and doing business as ALPINE MECHANICAL SERVICES LLC and located at 70 N. 395 W. #2, is exempt from requiring an annual fire safety inspection due to little or no public access to the place of business, and the said address being a private residence that is not being used for public interaction, and not having employees other than the owner(s) of said business.

It may further be understood that the owner of said business has requested that they be exempted from the annual fire safety inspection and by signing this document do so of their own free will and hold Garden City Fire District and Garden City harmless in the event of a Fire/EMS related emergency that could have been avoided by an inspection by the Fire Chief or one of his authorized representatives.

Business owner: _____

Date: 3-25-24

Fire District Chief: _____

Date: 3/25/24

Garden City Business License Application

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www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

Business Status: <input checked="" type="checkbox"/> New Business (check all that apply) <input type="checkbox"/> Additional Location # _____ <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Transient Vendor <input type="checkbox"/> Concessionaire Vendor	License Fee: Business License Fee \$110.00 <i>pd</i> Transient License Fee _____ Concessionaire Fee _____ Additional Location _____ Other _____ Beach Vendor License also requires a BCI background check
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Official Use Only:

Planning Commission:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Town Council:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date: _____
Inspections: Building Insp.:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
Fire Inspection:	<input type="checkbox"/> Initial Date: _____	<input type="checkbox"/> Final Date: _____	
TC Fire Exemption Approval:	<input type="checkbox"/> Approved		Initial: _____ Date: _____

Comments: _____

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: First Light Financial LLC

If name change, previous name: _____

Location Address: 142 N Bear Lake Blvd

City, State & Zip: Garden City, UT 84028

Business Phone: 775-233-8548

Cell Phone: _____

Mailing Address: PO Box 385

City, State & Zip: Garden City, UT 84028

E-mail Address: misty@firstlightfn.com

Owners Name: Misty O'Mealy

Owners Location: 142 N Bear Lake Blvd

City, State & Zip: Garden City, UT 84028

Phone: 775-233-8548

Cell Phone: _____

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Bookkeeping Services

Utah State Sales Tax Number: _____

Ut State Professional License No. _____ _____

Will you be installing a sign?:

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Misty O'Mealy hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule. Business License Fees are non-refundable.

Owners Signature: Misty Date: 2/29/2024

Please print your name: Misty O'Mealy



Garden City Fire District

P.O. Box 248, Garden City, Utah

(435) 994-2460

gardencityfiredistrict@gmail.com

EXEMPTION FOR PERSONAL BUSINESS FIRE INSPECTION

After having been reviewed by the Garden City Fire District Fire Chief, it has been determined that the business belonging to MISTY O'NEALY, and doing business as FIRST LIGHT FINANCIAL, and located at 142 N. BEAR LAKE BLVD, is exempt from requiring an annual fire safety inspection due to little or no public access to the place of business, and the said address being a private residence that is not being used for public interaction, and not having employees other than the owner(s) of said business.

It may further be understood that the owner of said business has requested that they be exempted from the annual fire safety inspection and by signing this document do so of their own free will and hold Garden City Fire District and Garden City harmless in the event of a Fire/EMS related emergency that could have been avoided by an inspection by the Fire Chief or one of his authorized representatives.

Business owner: _____

Date: _____

Fire District Chief: [Signature]

Date: 3/25/24

Garden City Business License Application

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Business Status: New Business
(check all that apply) Additional Location # _____
 Name Change
 Ownership Change
 Location Change
 Transient Vendor
 Concessionaire Vendor

License Fee: Business License Fee 110.00
Transient License Fee _____
Concessionaire Fee _____
Additional Location _____
Other _____
Beach Vendor License also requires a BCI background check

Pd. Cash SA

Official Use Only:

Planning Commission: Approved Not Approved Date: _____
Town Council: Approved Not Approved Date: _____
Inspections: Building Insp.: Initial Date: _____ Final Date: _____
Fire Inspection: Initial Date: _____ Final Date: _____

Comments: - James Sitz -

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Bland Rentals / DBA Bear Lake Adventure and Destination.
If name change, previous name: W
Location Address: 70 N 395 STE 1
City, State & Zip: Garden City UT 84028
Business Phone: 435-799-5556
Cell Phone: _____
Mailing Address: _____
City, State & Zip: _____
E-mail Address: Blandrentals@gmail.com
Owners Name: Bland Holdings
Owners Location: 345 15th st
City, State & Zip: Ogden UT 84404
Phone: 435-799-5556
Cell Phone: _____

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Powersports rentals catering to military members, family, high end customers.
Utah State Sales Tax Number: 245 04041 temp.
Ut State Professional License No. _____
Will you be installing a sign?: Yes No

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Bland Rentals hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule. Business License Fees are non-refundable.

Owners Signature: [Signature] **Date:** ~~12-1-2023~~ 1-21-24
Please print your name: James Sitz

GARDEN CITY FIRE DISTRICT

P.O. BOX 248 145 WEST LOGAN ROAD
GARDEN CITY, UTAH 84028
PHONE/FAX (435) 946-3557

FIRE SAFETY INSPECTION REPORT

Business Name: BLAND RENTAL Inspection Date: 3/26/24

Business Address: 70 N. 395 W. Suite: #1 Business Phone: _____

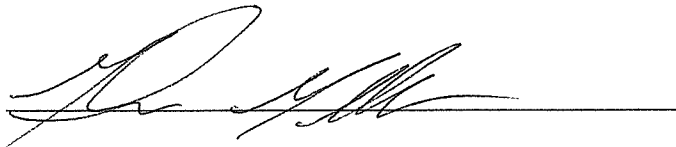
No.	Violations	No.	Locations/Remarks	Cleared
ACCESS-				
1	<u>OK</u> Maintain fire lane free of obstructions			/ /
2	<u>OK</u> Provide address numbering which is visible from street			/ /
3	<u>OK</u> Provide supra box for fire dept. access			
EXITING				
4	<u>OK</u> Remove obstructions at exits, doors, aisles, corridors, stairways, etc.			/ /
5	<u>OK</u> Exit door to open without a key or any special knowledge or effort			
6	<u>OK</u> Provide sign over main exit door(s)			/ /
7	<u>OK</u> Repair non-operable exit door hardware			/ /
8	<u>OK</u> Removed obstructions from door required to be closed			
9	<u>OK</u> Remove locks & latches from doors with panic hardware			/ /
10	<u>OK</u> Remove storage from attic, under-floor and concealed spaces			
11	<u>OK</u> Provide/maintain exit sign/emergency lighting			/ /
FIRE EXTINGUISHERS				
12	<u>OK</u> Have fire extinguisher serviced and tagged			/ /
13	<u>OK</u> Provide/mount fire extinguisher as indicated			
14	<u>OK</u> Provide clear access to fire extinguisher			/ /
15	<u>OK</u> Post a sign indicating fire extinguisher location			
16	<u>OK</u> Maintain 3 foot clearance for access/use of fire appliances/equipment			/ /
FIRE PROTECTION SYSTEMS				
17	Secure all system control valves in the open position	PASSED		
18	Replace damaged, corroded or painted sprinkler heads/ Fire department connection (FDC) caps			
19	Provide annual certification for sprinkler/standpipe system			
20	Provide sprinkler coverage in unprotected areas	Re-inspection dates	Inspector	
21	Provide spare sprinkler heads and/or compatible wrench	1 st	/ /	
22	Hood and duct extinguishing system to be serviced and tagged	2 nd	/ /	
23	Remove grease from hood, duct, and filters (keep clean)			
FIRE ALARM SYSTEMS				
24	<u>OK</u> Maintain, repair, inspect, and/or test fire alarm system	Refer to FPB	/ /	
FIRE SEPARATIONS				
25	<u>OK</u> Repair holes in required fire resistive construction	3 rd	/ /	
26	<u>OK</u> Provide/repair self or automatic closing fire rated assemblies	Hearing	/ /	
ELECTRICAL				
27	<u>OK</u> Discontinue use of extension cords	District attorney	/ /	
28	<u>OK</u> Install permanent wiring for fixed or stationary appliance			
29	<u>OK</u> Provide cover plates for all junction boxes	Final clearance	/ /	
30	<u>OK</u> Remove exposed wiring or protect in approved conduit	<p>You are hereby notified to correct all violations immediately or show cause why you should not be required to re-inspection will be conducted after _____ days from the date of this notice. Willful failure to comply with this notice is a misdemeanor. Violations which are not corrected immediately and or remain after the re-inspection may be processed as a criminal offense. Thank you for your assistance and cooperation in minimizing the fire and life loss in your community.</p> <p style="text-align: center;">BY ORDER OF THE FIRE CHIEF</p>		
31	<u>OK</u> Provide a clear work space at all electrical panels (30" in width, 36" in depth and 78" in height) Remove exposed wiring or protect in approved conduit			
32	<u>OK</u> Labeling electrical rooms and breaker			
FLAMMABLE LIQUIDS - COMPRESSED GASES				
33	<u>OK</u> Provide flammable liquid storage cabinet or reduce storage	<p>SIGNATURE OF RECIPIENT:</p> <p>____ Owner ____ manager ____ employee ____ other</p>		
34	<u>OK</u> Remove all fueled vehicles or equipment from buildings			
35	<u>OK</u> Secure compressed gas cylinders			
STORAGE - HOUSEKEEPING				
36	<u>OK</u> Arrange storage in an orderly manner to provide access/egress	<p>Inspecting Officer: </p> <p>FPB ____ COMPANY ____ Shift ____ Page ____ of ____</p>		
37	<u>OK</u> Remove combustible storage from boiler, mechanical, or electrical rooms			
38	<u>OK</u> Reduce storage to 24 " below ceiling or 18" from sprinkler heads			
39	<u>OK</u> Provide approved metal container from oily rag storage			
40	<u>OK</u> Remove waste & rubbish material from the premises daily			
41	<u>OK</u> Keep dumpster 5 ' away from buildings			
42	<u>OK</u> Clearance from ignition sources			
43	<u>None</u> MISCELLANOUS Other violations and comments			
NO VIOLATIONS NOTED THIS DATE - THANK YOU FOR BEING SAFE				

NEW BUSINESS INSPECTION

1. ADDRESS MARKED ✓
2. LIGHTING ✓
3. SIGNAGE MEETS CODE ✓
4. PROPER INGRESS/EGRESS ✓
5. EXITS WELL MARKED ✓
6. PARKING MEETS CODE ✓
7. FIRE EXTINGUISHER ✓
8. ELEC RECIP COVERED ✓
9. ELEC BOX LABELED ✓
10. ITEMS TO BE CORRECTED ✓

BUSINESS NAME-

Bland Rentals



GLEN GILLIES

1-5-22

DATE

TC Approval

Temp Approval
Martelli
Pat

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 558 Balsimora _____
Date of inspection: January 27, 2023 _____
Owner: Scott Blamires _____

Safety Inspections:		Time limit to correct:									
		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Handrails/Guardrails	Y										
Outdoor lights	Y										
Water shut off	Y										
Gas shut off	Y										
Electrical outlet plates	Y										
Check address on unit	Y										
Other:											
Sleeping Room											
Sq Ft.		14 x 17	10 x 13	11 x 12	12 x 10	13.5 x 27	10 x 11	10 x 11	16 x 18		
Exit Required	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Window(s)	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Smoke Detector	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Total Sq. Ft.	238	130	132	120	364.5	110	448	Total	1652.5		

Total Occupancy allowed at this address: 28 _____, shall not include children under the age of three (3).

Minimum parking required at this address: 7 _____ Total number of parking spots on Property 10 _____. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures:  _____ Date: January 27, 2023 _____
Inspector: _____

Owner/Property Manager: Scott Blamires _____ January, 27 2023 _____

Short Term Rental Inspection Form

Owner/responsible party SCOTT BLAMIRE Date 3-6-24

Address 558 BALSAMORITZA RD Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail

Inspected by: [Signature]

Title: _____

Date: _____

Items that need to be corrected:

Short Term Rental Inspection Form

Owner/responsible party KELLY PACK Date 5/18/23

Address 346 WYSTORIA ROAD Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: CHIEF

Date: _____

Items that need to be corrected:

TC Approval

Temp Approval
Pat
Martell

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 151 SAILORS WAY

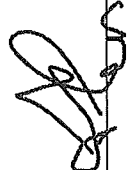

Date of inspection: DECEMBER 4, 2023

Owner: TERRI VACASSA Owner Heidi England Taxes are done thru Vacasa

Safety Inspections:	Time limit to correct:										
Handrails/Guardrails	Y										
Outdoor lights	Y										
Water shut off	Y										
Gas shut off	Y										
Electrical outlet plates	Y										
Check address on unit	Y										
Other:	GARAGE IS 20' WIDE X 22' DEEP WITH A 12.5' X 30' CONCRETE PAD ON EWEST SIDE										
Sleeping Room	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	
Sq Ft.	14 X 14	11 X 12	11 X 12	20 X 16	12.5 X 12.5	10 X 12					
Exit Required	Y	Y	Y	Y	Y	Y					
Window(s)	Y	Y	Y	Y	Y	Y					
Smoke Detector	Y	Y	Y	Y	Y	Y					
Total Sq. Ft.	196	132	132	320	156.25	120	TOTAL 956.24				

Total Occupancy allowed at this address: 12, shall not include children under the age of three (3).

Minimum parking required at this address: 3 Total number of parking spots on Property 3. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures: 
Inspector: 

Date: 12/04/2023

Owner/Property Manager: _____

Short Term Rental Inspection Form

Owner/responsible party HEIDI ENGLAND Date 5-18-23

Address 151 E. SAILORS WAY Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: CHIEF

Date: _____

Items that need to be corrected:

Pact Martell

STR Checklist1 (WILLY HANSEN x +

ds/STR%20Checklist1%20(WILLY%20HANSEN%20541%20RASPERRY).pdf

Ask Copilot

- + [] 1 of 1 [] []

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 541 RASPERRY PATCH

Date of inspection: 02/12/24

Owner: WILLY HANSEN

Safety Inspections:		Time limit to correct:
Handrails/Guardrails	Y	
Outdoor lights	Y	
Water shut off	Y	
Gas shut off	Y	
Electrical outlet plates	Y	
Check address on unit	Y	
Other:		

Sleeping Room	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Sq Ft.	40 X 20	16 X 19	13 X 13	13 X 35	20 X 25	12 X 14	10 X 14			
Exit Required	Y	Y	Y	Y	Y	Y	Y			
Window(s)	Y	Y	Y	Y	Y	Y	Y			
Smoke Detector	Y	Y	Y	Y	Y	Y	Y			
Total Sq. Ft.	800	195	169	455	500	168	140	TOTAL 2427		

Total Occupancy allowed at this address: 20 shall not include children under the age of three (3).

Minimum parking required at this address: 5 Total number of parking spots on Property: 5. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures: Inspector: [Signature]

Date: 02/12/24

Owner/Property Manager: _____

Short Term Rental Inspection Form

Owner/responsible party WILLY & SANDY HANSEN Date 2-15-24

Address 541 RASPBERRY PATCH RD Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: _____

Date: _____

Items that need to be corrected:

TC Approval

Temp Approval
Martell
Pact



SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 35 W 150 S
Date of inspection: 03/08/2024
Owner: TRISTON SPONSORER

Safety Inspections:		Time limit to correct:									
Handrails/Guardrails	Y										
Outdoor lights	Y										
Water shut off	Y										
Gas shut off	Y										
Electrical outlet plates	Y										
Check address on unit	Y										
Other:	water must be turned back on before licence is issued										
Sleeping Room		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Sq Ft.	11 X 9	11 X 10	14 X 18	13 X 13	12 X 10	13 X 11	13 X 12	24 X 12	13 X 12	28 X 15	
Exit Required	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Window(s)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Smoke Detector	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Total Sq. Ft.	99	110	256	169	120	141	156	288	156	420	TOTAL 1759

Total Occupancy allowed at this address: 35, shall not include children under the age of three (3).

Minimum parking required at this address: 9 Total number of parking spots on Property 10. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures: 
Inspector: 
Owner/Property Manager: _____
Date: 03/08/2024

Short Term Rental Inspection Form

Owner/responsible party TRISTON SPONSELLER Date 3-11-24

Address 35 W. 150 S. Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords.
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: CHIEF

Date: _____

Items that need to be corrected:

TC Approval

Temp Approval

Martell
Pat

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 98 W LALKE CIRCLE _____

Date of inspection: 1/22/24 _____

Owner: TERRI @ VACASSA _____

Safety Inspections:		Time limit to correct:									
		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Handrails/Guardrails	Y										
Outdoor lights	Y										
Water shut off	Y										
Gas shut off	Y										
Electrical outlet plates	Y										
Check address on unit	Y										
Other:											
Sleeping Room											
Sq Ft.	10 X 15	10 X 10	10 X 10	19 X 14	14 X 10	19 X 13					
Exit Required	Y	Y	Y	Y	Y	Y					
Window(s)	Y	Y	Y	Y	Y	Y					
Smoke Detector	Y	Y	Y	Y	Y	Y					
Total Sq. Ft.	150	100	198	166	140	247	TOTAL	1003			

Total Occupancy allowed at this address: 20, shall not include children under the age of three (3).

Minimum parking required at this address: 5 Total number of parking spots on Property 5. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures: Glen Gillies Date: 1/22/24
Inspector: _____

Owner/Property Manager: _____

VACASA

Short Term Rental Inspection Form

Owner/responsible party Wendy Komoroski Date 1-31-24

Address 98 W. LAKE CIR. Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: CHIEF

Date: _____

Items that need to be corrected:

Temp Approval
Martell
Pat

TC Approval

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 255 W Seasons Lane _____

Date of inspection: December 14, 2023 _____

Owner: Lets Get Away - Simon Bingham _____

Safety Inspections:		Time limit to correct:									
Handrails/Guardrails	y										
Outdoor lights	y										
Water shut off	y										
Gas shut off	y										
Electrical outlet plates	y										
Check address on unit	y										
Other:											

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Sleeping Room	11x10	9.5x15.5	19x12							
Sq Ft.										
Exit Required	y	y	y							
Window(s)	y	y	y							
Smoke Detector	y	y	y							
Total Sq. Ft.	110	147	228							485

Total Occupancy allowed at this address: 9, shall not include children under the age of three (3).

Minimum parking required at this address: 3 Total number of parking spots on Property 3. All vehicles include trailer's, boats, motor homes, etc., shall park on property. Each trailer is considered a vehicle.

Signatures: _____ Date: December 15, 2023
Inspector: [Signature]

Owner/Property Manager: _____

LETS GET AWAY PROPERTIES

Short Term Rental Inspection Form

Owner/responsible party STEVE BINGHAM Date 12/4/2023

Address 255 W. SEASONS LN. Suite/Apt# _____

Access

- Maintain fire lane free of obstruction
- Provide address numbers visible from the street

Fire Extinguishers

- Have new or refurbished and tagged ABC type fire extinguisher for each kitchen or kitchenette
- Mount fire extinguishers in plain view and access of kitchen
(may be mounted behind closet or cabinet door with placard on door)
- Provide free and clear access to the fire extinguisher

Fire Alarms/CO Detectors

- Smoke/Fire alarms in every bedroom, great room, and halls immediately adjacent to bedrooms
- One CO detector installed for each level of the home
- Smoke detectors communicate and activate at the same time

Electrical, HAZMAT, and Storage

- Label electrical panel box breakers
- Cover plates on all junction boxes, outlets, switches. No exposed wiring/hazardous extension cords
- No flammable liquids or gasses in the utility/furnace room or closet. Free access to furnace/utilities

Safety

- No obvious safety hazards determined at the discretion of the inspecting officer

I certify that all items on this list are in compliance with National, State, and Local codes and ordinances and have been inspected by a qualified member of the Garden City Fire District. Pass Fail _____

Inspected by: [Signature] Title: _____

Date: [Signature]

Items that need to be corrected:

Utah Administrative Code

R25. Government Operations, Finance.

R25-7. Travel-Related Reimbursements for State Travelers.

R25-7-1. Purpose.

The purpose of this rule is to establish procedures to pay travel-related Reimbursements to Travelers of an Agency or a Political Subdivision that is subject to this rule.

R25-7-2. Authority and Exemptions.

This rule is established pursuant to:

- (1) Section 63A-3-107, which authorizes the Division of Finance to make rules governing in-state and out-of-state travel expenses; and
- (2) Section 63A-3-106, which authorizes the Division of Finance to make rules governing meeting per diem and travel expenses for board members attending official meetings.
- (3) ESS to Concur system migration:
 - (a) Sections R25-7-4 through R25-7-11 of this rule govern Agencies that are still using the ESS system to process travel reimbursements and have not yet fully transitioned to using the Concur system.
 - (b) Sections R25-7-11 through R25-7-18 of this rule govern Agencies that are using only the Concur system to process travel reimbursements.

R25-7-3. Definitions.

- (1) "Agency" means any department, division, board, bureau, office, or other administrative subunit of state government. This definition includes the executive, legislative, and judicial branches.
- (2) "Board" means a board, commission, council, committee, task force, or similar body established to perform a governmental function.
- (3) "Department" means all executive departments of state government.
- (4) "Executive Director" means a department executive director, department commissioner, chief of staff, or equivalent of a chief executive officer for political subdivision.
- (5) "Federal Travel Reimbursement Rates" means the reimbursement rates established for travel by the following agencies:
 - (a) Rates for the contiguous United States are established by the U.S. General Services Administration as set forth in 41 C.F.R. 301-11.6, which is incorporated herein by reference.
 - (b) Rates for Alaska, Hawaii, U.S. Territories, and Possessions are established by the Department of Defense as set forth in 41 C.F.R. 301-11.6, which is incorporated herein by reference.
 - (c) Rates for foreign travel are established by the Department of State as set forth in 41 C.F.R. 301-11.6, which is incorporated herein by reference.
- (6) "Fleet Vehicle" means a vehicle owned or leased by an agency or political subdivision. This also includes vehicles rented for use as motor pool vehicles by an agency or political subdivision.
- (7) "Home Base" means the location from which the traveler leaves to begin travel and the location to which the traveler returns to end travel. In determining the home base of a traveler, an agency should consider at least the following non-exclusive factors:
 - (a) If the traveler is leaving on travel directly from home, or if there a valid business reason for the traveler to go to a designated work location before leaving for the travel destination, the home base should be the last location the traveler was in, home or designated work location, before leaving on travel.
 - (b) If the traveler is going directly home after the trip, or if there a valid business reason for them to first go to a designated work location before the traveler returns home, the ending home base for travel is the first location the employee goes to when returning from travel.
- (8) "Hotel" means an establishment that provides lodging for travelers.
- (9) "Per Diem" means an allowance paid daily.
- (10) "Political Subdivision" means a county, city, town, school district, local district, special service district, or any entity, other than an agency, subject to this rule by statute.
- (11) "Rate" means an amount of money.
- (12) "Reimbursement" means money paid to compensate a travel for money spent.
- (13) "Sufficient Documentation" means the documents required to identify the payee, the amount paid, proof of payment, the date incurred, and a description of the item purchased, or service received that shows the amount was for a business purpose. Sufficient documentation includes the following official evidence of transaction:
 - (a) Itemized receipts
 - (b) Invoices
 - (c) Canceled checks or other documents reflecting proof of payment/electronic funds transferred
 - (d) Cash register tape receipts
 - (e) Account statements
 - (f) Credit card receipts and statementsA combination of supporting documents may be needed to substantiate all elements of the expense.

(14) "Traveler" means any person who is traveling on business for an agency or political subdivision. This definition includes employees, board members, elected officials, vendors, volunteers, and grant recipients or award beneficiaries.

R25-7-4. Eligible Expenses.

- (1) Reimbursements are intended to cover any travel-related normal areas of expenses that are ordinary and reasonable under the circumstances.
- (2) Requests for reimbursement must be accompanied by original itemized receipts for any expenses except those for which flat allowance amounts are established.
- (3) When an original itemized receipt is not available, agency or political subdivision management may use discretion in determining the appropriate amount of alternative documentation before reimbursement of expenses.
- (4) Alcoholic Beverages are not reimbursable.

R25-7-5. Approvals.

- (1) For insurance purposes, state business travel, whether reimbursed or not, must have prior approval by an appropriate authority. This also includes non-state employees where the agency or political subdivision is paying for the travel expenses.
- (2) Out-of-state travel must be approved by the Executive Director or designee. The approval of in-state travel reimbursement forms may be considered as documentation of prior approval for in-state travel. Prior approval for out-of-state travel should be documented on form FI5 - "Request for Out-of-State Travel Authorization", in the state's ESS travel system, or in another system with equivalent controls and calculations.
- (3) Exceptions to the prior approval for out-of-state travel must be justified in the comments section of form FI5 "Request for Out-of-State Travel Authorization", in the state's ESS travel system or in another system with equivalent controls and calculations and must be approved by the Executive Director or the designee.
- (4) The Executive Director or designee must approve any travel to out-of-state functions where more than two travelers from the same department are attending the same function at the same time.

R25-7-6. Reimbursement for Meals.

- (1) Travelers who travel on business may be eligible for a meal reimbursement.
- (2) The reimbursement will include tax, tips, and other expenses associated with the meal.
- (a) The daily travel meal allowance for in-state travel is \$54 and is computed according to the rates listed in Table 1.

Meals	Rate
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Total	\$54.00

(b) The daily travel meal allowance for out-of-state travel is \$54 and is computed according to the rates listed in the following table.

Meals	Rates
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Total	\$54.00

(3) Tier I premium locations in this subsection are Anchorage, Alaska; Chicago, Illinois; each location in Hawaii; New York City, New York; San Francisco, California; and Seattle, Washington. Tier II premium locations in this subsection are Atlanta, Georgia; Baltimore, Maryland; Boston, Massachusetts; Dallas, Texas; Los Angeles, California; San Diego, California; and Washington, DC.

- (a) When traveling to a Tier I premium location, the traveler may choose to accept the per diem rate for out-of-state travel, as shown in Table 2, or to be reimbursed at the actual meal cost, with original receipts, up to \$71 a day.
- (b) When traveling to a Tier II premium location, the traveler may choose to accept the per diem rate for out-of-state travel, as shown in Table 2, or to be reimbursed at the actual meal cost, with original receipts, up to \$61 per day.
- (c) Subject to Subsections R25-7-6(3)(a) and 6(b), the traveler will qualify for premium rates on the day the travel begins and the day the travel ends only if the trip is of sufficient duration to qualify for meals on that day.

(d) Complimentary meals with lodging accommodations and meals included in event registration costs are deducted from the premium location allowance as follows:

- (i) Tier I Location
 - (a) If breakfast is provided deduct \$18, leaving a premium allowance for lunch and dinner of actual up to \$53.
 - (b) If lunch is provided deduct \$19, leaving a premium allowance for breakfast and dinner of actual up to \$52.
 - (c) If dinner is provided deduct \$34, leaving a premium allowance for breakfast and lunch of actual up to \$37.
- (ii) Tier II Location
 - (a) If breakfast is provided deduct \$16, leaving a premium allowance for lunch and dinner of actual up to \$45.
 - (b) If lunch is provided deduct \$17, leaving a premium allowance for breakfast and dinner of actual up to \$44.
 - (c) If dinner is provided deduct \$28, leaving a premium allowance for breakfast and lunch of actual up to \$33.
 - (d) The traveler must use the same method of reimbursement for an entire day.
 - (e) Actual meal cost includes tips.

(4) When traveling in foreign countries, the traveler may choose to accept the per diem rate for out-of-state travel, as shown in Table 2, or to be reimbursed the actual meal cost, with original receipts, not to exceed the federal reimbursement rate for the location as of the date of travel.

(a) The traveler may use both reimbursement methods during a trip; however, they must use the same method of reimbursement for an entire day.

(b) Actual meal cost includes tips.

(5) The meal reimbursement calculation consists of three parts:

(a) The day the travel begins. The traveler's entitlement is determined by the time of day the traveler leaves their home base, as illustrated in Table 3.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
12:01 AM - 6:00 AM	6:01 AM - 12:00 PM	12:01 PM - 6:00 PM	6:01 PM - 12:00 AM
*B,L,D	*L,D	*D	*no meals
In-State			
\$54.00	\$41.00	\$26.00	\$0
Out-of-State			
\$54.00	\$41.00	\$26.00	\$0
*B = Breakfast, L = Lunch, D = Dinner			

(b) The days at the location.

(i) Complimentary meals and meals included in a registration cost are deducted from the total daily meal allowance. However, a continental breakfast will not reduce the meal allowance. Please Note: For breakfast, if a hot food item is offered, it is considered a complimentary meal, no matter how it is categorized by the facility. The meal is considered a "continental breakfast" if no hot food items are offered.

(ii) Meals provided on airlines will not reduce the meal allowance.

(c) The day the travel ends. The meal reimbursement the traveler is entitled to is determined by the time of day the traveler returns to their home base, as illustrated in Table 4.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
12:01 AM - 6:00 AM	6:01 AM - 12:00 PM	12:01 PM - 6:00 PM	6:01 PM - 12:00 PM
*no meals	*B	*B, L	*B, L, D
In-State			
\$0	\$13.00	\$28.00	\$54.00
Out-of-State			
\$0	\$13.00	\$28.00	\$54.00
*B = Breakfast	L = Lunch	D = Dinner	

(6) A traveler may be authorized by the Executive Director or designee to receive a taxable meal allowance on an officially approved trip when the traveler's farthest destination is at least 100 miles one way from their home base and the traveler does not stay overnight.

- (a) Breakfast is paid when the traveler leaves their home base before 6 a.m.
- (b) Lunch is paid when the traveler leaves their home base before 10 a.m. and returns after 2 p.m.
- (c) Dinner is paid when the traveler leaves their home base and returns at or after 6 p.m.
- (d) The allowance is not considered an absolute right of the traveler and is authorized at the discretion of the Executive Director or designee.

R25-7-7. Meals for Statutory Non-Salaried State Boards.

(1) When a board meets and conducts business activities during mealtime, the cost of meals may be charged as public expense.

(2) Where employees or other advisors or consultants must, of necessity, attend such a meeting to permit the board to carry on its business, the meals of such employees, advisors, or consultants may also be paid. In determining whether the presence of such employees, advisors, or consultants is necessary, the board is requested to restrict the attendance of such employees, advisors, or consultants to those absolutely necessary at such mealtime meetings.

R25-7-8. Reimbursement for Lodging.

A traveler who travels on business may be eligible for a lodging reimbursement.

(1) For stays at a conference hotel, the traveler will be reimbursed the actual cost-plus tax and any mandatory fees charged by the hotel for both in-state and out-of-state travel. The traveler must include the conference registration brochure with the travel reimbursement request, form FI 51A, FI 51B, on ESS travel, or equivalent form or system.

(2) For in-state lodging at a non-conference hotel, they will be reimbursed the actual cost up to \$75 per night for single occupancy plus tax and any mandatory fees charged by the hotel except as noted in Table 5.

TABLE 5 Cities with Differing Rates	
Note: The rates described below indicate the nightly single occupancy room rates. Any applicable taxes and mandatory fees are in addition to the rates below.	
City	Rate
Ballard	\$100.00
Beaver	\$95.00
Blanding	\$90.00
Bluff	\$100
Brigham City	\$90.00
Bryce Canyon City	\$90.00
Cedar City	\$80.00
Duchesne	\$100.00
Ephraim	\$80.00
Escalante	\$85.00
Fillmore	\$85.00
Green River	\$110.00
Heber	\$85.00
Kanab	\$95.00
Layton	\$90.00
La Verkin	\$85.00
Logan	\$95.00
Mexican Hat	\$90.00
Moab	\$150.00
Monticello	\$100.00
Nephi	\$95.00
Ogden	\$95.00
Park City/Midway	\$110.00
Payson	\$85.00
Price	\$95.00
Provo/Orem/Lehi/American Fork/Springville	\$85.00
Roosevelt	\$90.00

Salt Lake City Metropolitan Area (Draper to Farmington), Tooele	\$100.00
Springdale	\$85.00
St. George	\$90.00
Torrey	\$95.00
Tremonton	\$90.00
Vernal	\$95.00
Washington/Hurricane	\$95.00
Other Utah Cities	\$75.00

(3) Travelers traveling less than 50 miles from their home base are not entitled to lodging reimbursement. Miles are calculated from the traveler's home base. An Executive Director may use discretion to authorize reimbursement for lodging if the agency or political subdivision determines lodging is reasonable and in the best interest of the state. For example, if the traveler is required to work at the travel destination after normal working hours or early the next day, or when weather or other safety issues exist, lodging may be appropriate.

(4) When an agency or political subdivision pays for a person from out-of-state to travel to Utah, the in-state lodging per diem rates will apply.

(5) For out-of-state travel stays at a non-conference hotel, the traveler will be reimbursed the actual cost per night plus tax and any mandatory fees charged by the hotel, not to exceed the federal lodging rate for the location. For agency travelers, these reservations must be made through the State Travel Office.

(6) For agency travelers, the state will reimburse the actual cost per night plus tax and any mandatory fees charged by the hotel for in-state or out-of-state travel stays when reservations are made through the State Travel Office.

(a) If lodging is not available at the allowable per diem rate in the area the traveler needs to stay, the State Travel Office will book a hotel with the best available rate. In this circumstance, the traveler will be reimbursed at the actual rate booked.

(b) If a traveler chooses to stay at a hotel that costs more than the allowable per diem rate, the traveler will only be reimbursed for the allowable per diem rate plus tax and any mandatory fees charged by the hotel.

(7) Lodging is reimbursed at the rates listed in Table 5 for single occupancy only. For double traveler occupancy, add \$20, for triple traveler occupancy, add \$40, for quadruple occupancy, add \$60.

(8) Exceptions will be allowed for unusual circumstances when approved in writing by the travelers Executive Director or designee before to the trip.

(a) For out-of-state travel, the approval may be on the form FI 5, in the state's ESS travel system, or in another system with equivalent controls and calculations.

(b) Attach the written approval to the travel reimbursement request, form FI 51B, FI 51D, in ESS travel, or in another equivalent form or system.

(9) A proper receipt for lodging accommodations must accompany each request for reimbursement.

(a) A proper receipt is a copy of the registration form generally used by a motel or hotel which includes the following information: name of motel or hotel, street address, town and state, telephone number, receipt date, names of occupants, dates of occupancy, amount and date paid, number in the party, and single, double, triple, or quadruple occupancy.

(10) When lodging is required, a traveler should stay at the lodging facility nearest to the ultimate destination point of travel where state lodging per diem rates are accepted to minimize transportation costs.

(11) A traveler may also elect to stay with friends or relatives or use their personal campers or trailer homes instead of staying in a hotel. With proof of staying overnight away from home on approved business, they will be reimbursed the following:

(a) \$25 per night with no receipts required; or

(b) Actual cost up to \$40 per night with a signed receipt from a facility such as a campground or trailer park, not from a private residence.

(12) A traveler on assignment away from the home base for longer than 90 days will be reimbursed as follows:

(a) First 30 days - follow regular rules for lodging and meals. Lodging receipt is required.

(b) After 30 days - \$46 a day for lodging and meals. No receipt is required.

R25-7-9. Reimbursement for Incidentals.

Travelers who travel on business may be eligible for a reimbursement for incidental expenses.

(1) A traveler will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, maid service, and bellman. Gratuities or tips for various services such as assistance with baggage, maid service, and bellman, may be reimbursed up to a combined maximum of \$5 a day. Include an original receipt for each individual incidental item above \$19.99.

(2) A traveler will be reimbursed for incidental ground transportation and parking expenses.

(a) A traveler shall document all official business use of taxi, bus, parking, and other ground transportation including dates, destinations, parking locations, receipts, and amounts.

(b) Personal use of such transportation to a restaurant is not reimbursable.

(c) The maximum that airport parking will be reimbursed is the economy lot parking rate at the airport the traveler is flying out of. A receipt is required for amounts of \$20 or more.

- (d) Gratuities and tips for ground transportation will be reimbursed up to the greater of \$5 or 18% for each ride. Gratuities and tips must be shown on an original receipt.
- (3) For an agency, a conference registration should be paid in advance by check or with a purchasing card.
- (a) A copy of the approved FI 5 form must be included with the payment voucher or purchase card log for out-of-state registrations.
- (b) For an agency, if a traveler must pay the registration upon arrival, and does not have a purchase card or personal credit card, the agency is expected to process a payment document and have the traveler take the state warrant to the event.
- (4) A demonstrable expense for a business call will be reimbursed at the actual cost.
- (a) The traveler shall list the amount of these calls separately on the travel reimbursement request, form FI 51A, FI 51B, or in ESS travel or equivalent form or system.
- (b) The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for business telephone calls and personal telephone calls.
- (5) An allowance for personal telephone calls made while out of town on business overnight may be based on the number of nights away from home. The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for personal telephone calls. Reimbursement must be calculated as follows:
- (a) four nights or less, actual amount up to \$2.50 per night;
- (b) five to eleven nights, actual amount up to \$20;
- (c) twelve nights to 30 nights, actual amount up to \$30; and
- (d) more than 30 days, start over.
- (6) Laundry expenses up to \$18 per week will be allowed for trips longer than six consecutive nights, beginning after the sixth night. For use of coin-operated laundry facilities, the traveler must provide a list of dates, locations, and amounts.
- (7) An amount of \$5 a day will be allowed for travelers away more than six consecutive nights beginning after the sixth night.
- (a) This amount covers miscellaneous incidentals not covered in this rule.
- (b) This allowance is not available for travelers going to conferences.
- (8) An agency or political subdivision may provide for a traveler to return home over a weekend when the business portion of a trip extends longer than ten nights. Reimbursements may be given for costs allowed by these policies.

R25-7-10. Reimbursement for Transportation.

A traveler who travels on business may be eligible for a transportation reimbursement.

- (1) Air transportation is limited to Air Coach or Excursion class. Priority seating charges will not be reimbursed unless preapproved by the Executive Director or designee.
- (a) For agency travelers, all reservations should be made through the State Travel Office for the least expensive air fare available when the reservations are made.
- (b) Only one change fee per trip will be reimbursed.
- (c) The explanation for the change and any other exception to this rule must be given and approved by the Executive Director or designee.
- (2) A traveler may be reimbursed for mileage to and from the airport and long-term parking or airport parking.
- (a) The maximum reimbursement for parking, whether a traveler parks at the airport or away from the airport, is the long-term parking rate at the airport they are flying out of.
- (b) The parking receipt must be included with the Travel Reimbursement Request, form FI 51A, FI 51B, in ESS Travel or equivalent form or system for amounts of \$20 or more.
- (c) A traveler may be reimbursed, up to the maximum reimbursement rate, for mileage to and from the airport to allow someone to drop them off and to pick them up.
- (3) A traveler may use a private vehicle with approval from the Executive Director or designee.
- (a) Only one person in a vehicle may receive the reimbursement, regardless of the number of people in the vehicle.
- (b) Reimbursement for a private vehicle will be at the rate of 44 cents per mile or 62 cents per mile if a fleet vehicle is not available to the traveler.
- (i) To determine which rate to use, the traveler must first determine if a fleet vehicle is available that meets the traveler's needs. This does not apply to special purpose vehicles. If reasonably available, the traveler should use a fleet vehicle. If a fleet vehicle is not reasonably available, the agency or political subdivision may approve the traveler to use a private vehicle. If a fleet vehicle is not reasonably available, the traveler may be reimbursed at 62 cents per mile.
- (ii) If a trip is estimated to average 100 miles or more a day, the agency or political subdivision should approve the traveler to reserve a fleet vehicle if one is reasonably available. Doing so will cost less than if the traveler takes a private vehicle. If the agency or political subdivision approves the traveler to take a private vehicle, the traveler will be reimbursed at the lower rate of 44 cents per mile not to exceed the expense calculated in the link located in Subsection (e).
- (c) A reimbursement rate that is more restrictive than the rate established in this section may be established by the agency or political subdivision.
- (d) Any exceptions to this mileage rate guidance must be approved in writing by the traveler's Executive Director or designee.
- (e) A cost comparison worksheet is available at: <http://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>

(f) Mileage will be computed using Mapquest, GoogleMaps or other generally accepted route planning website, or from the latest official state road map and will be limited to the most economical, usually traveled routes.

(g) If the traveler uses a private vehicle on official business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

(h) For an agency traveler, an approved "Private Vehicle Usage Report", form FI 40, should be included with the documentation reporting miles driven on business during the payroll period.

(i) Mileage reimbursement may be allowed on an approved "Travel Reimbursement Request", form FI 51A, FI 51B, or in ESS Travel, or equivalent form or system, if other costs associated with the trip are to be reimbursed at the same time.

(4) A traveler may choose to drive instead of flying if preapproved by the executive or designee.

(a) If the traveler drives a fleet vehicle, the traveler may be reimbursed for meals and lodging for a reasonable amount of travel time; however, the total cost of the trip must not exceed the equivalent cost of the airline trip. The traveler may also be reimbursed for incidental expenses such as toll fees and parking fees.

(b) If the traveler drives a privately owned vehicle, reimbursement will be at the rate of 44 cents per mile or the airplane fare, whichever is less, unless otherwise approved by the Executive Director or designee.

(i) The lowest fare available within 30 days before the departure date will be used when calculating the cost of travel for comparison to private vehicle cost.

(ii) A comparison printout which is available through the State Travel Office is required when the traveler is taking a private vehicle.

(iii) The traveler may be reimbursed for meals and lodging for a reasonable amount of travel time; however, the total cost of the trip must not exceed the equivalent cost of an airline trip.

(iv) If the traveler uses a private vehicle on official business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

(c) When submitting the reimbursement form, attach a schedule comparing the cost of driving with the cost of flying. The schedule should show that the total cost of driving was less than or equal to the total cost of flying for the trip.

(5) Use of non-fleet rental vehicles must be approved in writing in advance by the Executive Director or designee.

(a) An exception to advance approval of the use of rental vehicles must be fully explained in writing with the request for reimbursement and approved by the Executive Director or designee.

(b) Detailed explanation is required if a rental vehicle is requested for a traveler staying at a conference hotel.

(c) When making rental car arrangements through the State Travel Office, the traveler should reserve the vehicle needed. Upgrades in size or model made when picking up the rental vehicle will not be reimbursed.

(i) A traveler should rent vehicles to be used for business in their own names, using a contract available to the traveler's agency or political subdivision to ensure the agency's or political subdivision's insurance coverage is extended in the rental.

(ii) For agency travelers, a rental vehicle reservation not made through the State Travel Office must be approved in advance by the Executive Director or designee.

(iii) The traveler will be reimbursed the actual rate charged by the rental agency.

(iv) The traveler must have approval for a rental car to be reimbursed for rental car parking.

(6) Travel by private airplane for official business must be approved in advance by the Executive Director or designee.

(a) The pilot must certify to the Executive Director or designee that the pilot is certified to fly the plane being used for business.

(b) If the plane is owned by the pilot, the pilot must certify the existence of at least \$500,000 of liability insurance coverage.

(c) If the plane is a rental, the pilot must provide written certification from the rental agency that the insurance covers the traveler and the agency or political subdivision as insured. The insurance must be adequate to cover any physical damage to the plane and at least \$500,000 for liability coverage.

(d) Reimbursement will be made at 62 cents per mile.

(e) Mileage calculation is based on air mileage and is limited to the most economical, usually traveled route.

(7) For agency travelers, a car allowance may be allowed in lieu of mileage reimbursement in certain cases. Prior written approval from the Executive Director, the Executive Director of the Department of Government Operations, and the Governor is required.

R25-7-11. Limitation on Travel-Related Reimbursements.

Nothing in this rule may be construed to apply to a person's relocation expenses. Reimbursement for relocation expenses may be covered by policy.

R25-7-12. Eligible Expenses.

(1) Reimbursements are intended to cover any travel-related normal areas of expenses that are ordinary and reasonable under the circumstances.

(2) Requests for reimbursement must be accompanied by sufficient documentation for any expenses except those for which flat allowance amounts are established.

(3) Alcoholic Beverages are not reimbursable.

R25-7-13. Approvals.

- (1) State business travel, whether reimbursed or not, must have prior approval by the appropriate authority. This also includes non-employees where the agency or political subdivision is paying for the travel expenses.
- (2) The approval of in-state travel reimbursements in the State's Concur travel system may be considered evidence of prior approval for in-state travel. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 5 or FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.
- (3) Out-of-state travel requests must be preapproved within the State's Concur travel system by the applicable Executive Director or designee. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 5 series form. Political subdivisions may use another system or form with equivalent controls and calculations.
- (4) Exceptions to the prior approval for out-of-state travel must be approved by the applicable Executive Director or designee and must be justified in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency must justify exceptions in the comments section of form FI 5 "Request for Out-of-State Travel Authorization." Political subdivisions may use another system with equivalent controls and calculations.

R25-7-14. Reimbursement for Meals.

- (1) Travelers who travel on business may be eligible for a meal reimbursement according to the Federal Travel Reimbursement Rates.
- (2) Federal Travel Reimbursement Rates include tax, gratuity, and other expenses associated with the meal.
- (3) Meal reimbursement calculations will be completed according to the Federal Travel Reimbursement Rates.
 - (a) The amount received on the first and last day of travel equals 75% of the Federal Travel Reimbursement Rate.
 - (b) Complimentary meals and meals included in a registration cost are deducted from the total daily meal allowance.
- (i) A continental breakfast will not reduce the meal allowance. A meal is considered a "continental breakfast" if no hot food items are offered, no matter how it is categorized by the facility.
- (c) Meals provided on airlines will not reduce the meal allowance.
- (4) A traveler is eligible for a taxable meal allowance of 75% of the Federal Travel Reimbursement Rate when travel is longer than 12 hours on a non-overnight trip.

R25-7-15. Meals for Statutory Non-Salaried State Boards.

- (1) When a board meets and conducts business activities during mealtime, the cost of meals may be charged as public expense.
- (2) Where employees or other advisors or consultants must attend such a meeting to permit the board to carry on its business, the meals of such employees, advisors, or consultants may also be paid. The board shall restrict the attendance of such employees, advisors, or consultants to only those necessary at such mealtime meetings.

R25-7-16. Booking and Reimbursement of Lodging.

- (1) A traveler who travels on business may be eligible for lodging reimbursement.
- (2) Travelers traveling less than 75 miles from their home base are not entitled to a lodging reimbursement. Exceptions may be allowed for unusual circumstances when approved in writing by the traveler's Executive Director or designee before the trip. Unusual circumstances may include instances where the traveler is required to work at the travel destination after normal working hours or early the next day, or when weather or other safety issues exist. Miles are calculated from the traveler's home base.
 - (3) Booking of Lodging.
 - (a) For stays at a conference hotel, the traveler shall book a room at the Federal Travel Reimbursement Rates. If the traveler cannot find a room within the Federal Travel Reimbursement Rates, but there is a negotiated conference rate, the traveler shall book directly with the hotel or conference link. Otherwise, the traveler may book the conference hotel up to 300% of the Federal Travel Reimbursement Rates using the State's Concur travel system or through the State Travel Office. If the conference hotel rate exceeds 300% of the Federal Travel Reimbursement Rates, the traveler shall select a non-conference hotel.
 - (b) For stays at a non-conference hotel, a traveler shall book lodging up to the Federal Travel Reimbursement Rates through the State's Concur travel system or through the State Travel Office. If the Federal Travel Reimbursement Rates cannot be obtained, the traveler shall book lodging at the best available rate up to 300% of the Federal Travel Reimbursement Rates through the State's Concur travel system or through the State Travel Office. If the available non-conference hotel rates exceed 300% of the Federal Travel Reimbursement Rate, lodging must be reserved through the State Travel Office.
 - (4) Reimbursement of Lodging.
 - (a) Reimbursement for conference hotels:
 - (i) Reimbursement for conference hotels must be processed through the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.
 - (ii) When a traveler booked a conference hotel through the State's Concur system or obtained the negotiated conference rate, the reimbursement will be the actual hotel rate up to 300% of the Federal Travel Reimbursement Rates plus sales tax and any mandatory fees.
 - (iii) The traveler shall include the conference registration materials as an attachment when submitting a request for reimbursement.

(b) Reimbursement for non-conference hotels

(i) Reimbursement for non-conference hotels must be processed through the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(ii) When a traveler booked lodging at a rate up to the Federal Travel Reimbursement Rate, the reimbursement will be the actual hotel rate up to the Federal Travel Reimbursement Rate plus sales tax and any mandatory fees.

(iii) If a traveler was not able to obtain the Federal Travel Reimbursement Rate, the reimbursement will be the actual hotel rate up to 300% of the Federal Travel Reimbursement Rates plus sales tax and any mandatory fees.

(iv) When a hotel was available at the Federal Travel Reimbursement Rate, but the traveler booked a hotel with a higher rate, the reimbursement will be limited to the Federal Travel Reimbursement Rate.

(v) If a traveler booked a hotel at rate over 300% of the Federal Travel Reimbursement Rates with the State Travel Office, the reimbursement will be the actual hotel rate plus sales tax and any mandatory fees.

(c) Lodging Receipts. A proper receipt for lodging accommodations must accompany each request for reimbursement. A proper receipt is a copy of the registration form generally used by the motel or hotel which includes the following information: name of motel or hotel, street address, city and state, telephone number, receipt date, names of occupants, dates of occupancy, amount and date paid, and number in the party.

(5) Exceptions will be allowed for unusual circumstances when preapproved in writing by the traveler's Executive Director or designee.

(a) The written pre-approval must be attached to the reimbursement in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 5 or FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(6) Other Lodging.

(a) A traveler may elect to stay with friends or relatives. A traveler who stays with friends or relatives will be reimbursed \$25 per night.

(b) A traveler may use their personal campers or trailer homes instead of staying in a hotel. The traveler will be reimbursed the actual cost up to the Federal Travel Reimbursement Rates per night if:

(i) The traveler submits proof of staying overnight away from home on approved business; and

(ii) Sufficient Documentation from a facility such as a campground or trailer park, not from a private residence.

R25-7-17. Reimbursement for Other Travel-Related Expenses.

Travelers who travel on business may be eligible for a reimbursement for other travel-related expenses.

(1) Fees and gratuities given to porters, baggage carriers, and hotel staff are considered an incidental expense and included as part of the Federal Travel Reimbursement Rate. These will not be reimbursed separately.

(2) An expense for a verifiable business call will be reimbursed at the actual cost.

(a) The traveler shall list the amount of these calls separately in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(b) The traveler shall provide a lodging receipt or non-business phone bill showing the phone number called and the dollar amount for business telephone calls and non-business telephone calls.

(3) Laundry expenses will be covered as an incidental expense and not separately reimbursed.

(4) An agency or political subdivision may provide for a traveler to return home over a weekend when the business portion of a trip extends longer than ten nights. Reimbursements may be given for costs allowed by these policies.

R25-7-18. Reimbursement for Transportation.

A traveler who travels on business may be eligible for a transportation reimbursement.

(1) A traveler will be reimbursed for ground transportation.

(a) A traveler shall document all official business use of taxi, ride sharing, bus, and other ground transportation, as well as dates, destinations, receipts, and amounts.

(i) Sufficient Documentation must be included with the travel reimbursement in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(b) Non-business use of ground transportation is not reimbursable, such as transportation to a restaurant.

(c) Gratuities for ground transportation that are paid in cash will be considered an incidental expense and not separately reimbursed.

(d) Gratuities for ground transportation will be reimbursed up to the greater of \$5 or 20% for each ride if:

(i) The gratuity is paid with a credit card; and

(ii) The charges for ground transportation and the gratuity are on a single itemized receipt.

(iii) Sufficient Documentation must be submitted to receive reimbursement.

(2) A traveler will be reimbursed for parking.

(a) A traveler shall document all official business needs for parking which includes parking locations and duration.

(i) Sufficient Documentation must be submitted to receive reimbursement.

(b) Parking expenses for non-business use are not reimbursable, such as parking at a restaurant.

(c) Airport parking and long-term parking will be reimbursed at the maximum of the economy lot parking rate at the airport the traveler is flying out of.

(i) Sufficient Documentation must be submitted to receive reimbursement.

(d) Sufficient Documentation must be included with the travel reimbursement in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 48 or FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(3) Air transportation is limited to economy fares only. Priority seating charges will not be reimbursed unless preapproved by the Executive Director or designee.

(a) For agency travelers, all reservations must be made through the State's Concur travel system or the State Travel Office for the best available flight considering cost and convenience.

(b) Any change fees or charges for increased airfare must include:

(i) A written explanation for the change; and

(ii) Written approval by the Executive Director or designee.

(4) Travel to and from the airport.

(a) A traveler may be reimbursed for mileage to and from the airport and parking.

(b) A traveler may be reimbursed for round trip mileage to and from the airport to allow someone to drop them off and to pick them up.

(c) A traveler will be reimbursed for parking as outlined in Subsection R25-7-18(2) and mileage as outlined in Subsection R25-7-18(5).

(d) Sufficient Documentation must be included with the travel reimbursement in the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(5) A traveler may use a private vehicle with approval from the Executive Director or designee. Mileage will be reimbursed as follows.

(a) Mileage reimbursement rates:

(i) Agencies will reimburse at a calculated mileage rate rounded to the nearest cent based on the average of:

(A) the Federal Travel Reimbursement Rate if use of a privately owned automobile is authorized or if no Government-furnished automobile is available; and

(B) the Federal Travel Reimbursement Rate if a Government-furnished automobile is available.

(ii) Political subdivisions may reimburse mileage at the Federal Travel Reimbursement Rates or establish a system that is more stringent.

(b) Number of reimbursable miles. Agencies shall use the State's Concur travel system to calculate mileage. If unable to use the State's Concur travel system, agencies may calculate mileage using a generally accepted route planning website and will be limited to the most economical usually traveled routes. Political subdivisions may use another system or form with equivalent controls and calculations.

(c) Mileage reimbursements must be requested through the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 40 or FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(d) Only one person in a vehicle may receive the reimbursement regardless of the number of people in the vehicle.

(6) A traveler may choose to drive instead of fly if preapproved by the Executive Director or designee. In granting the approval, the Executive Director or designee shall consider whether the reimbursement cost for the traveler's mileage and time driving exceeds the reimbursement cost of flying and whether the benefit to driving justifies those costs.

(7) Fleet Shared Motor Pool or Rental Vehicles:

(a) For in-state travel, agencies shall make all reasonable efforts to book a fleet shared motor pool vehicle through the Division of Fleet Operations or a rental car through the State Travel Office.

(b) For out-of-state travel, agencies shall book rental vehicles through the State's Concur travel system or the State Travel Office.

(i) Use of rental vehicles for out-of-state travel must be approved in writing in advance by the Executive Director or designee.

(A) An exception to advance approval of the use of rental vehicles for out-of-state travel must be fully explained in writing with the request for reimbursement and approved by the Executive Director or designee.

(B) Justification is required if a rental vehicle is requested for a traveler staying at a conference hotel.

(C) When traveling out-of-state, the traveler must have approval for a rental car to be reimbursed for rental car parking.

(c) When booking rental car arrangements through the State Travel Office or the State's Concur travel system, the traveler shall reserve the type of vehicle based on business needs. Upgrades in size or model made when picking up the rental vehicle will not be reimbursed.

(d) A traveler shall rent a vehicle in their own name, using a contract available to the traveler's agency or political subdivision to ensure the agency's or political subdivision's insurance coverage is extended in the rental.

(e) Payment or Reimbursement for Fleet Shared Motor Pool and Rental Vehicles.

(i) The Division of Fleet Operations shall directly bill agencies for the use of fleet shared motor pool vehicles.

(ii) For agencies, in-state rentals are billed directly to the agencies.

(iii) For out-of-state travel, reimbursements for rental vehicles must be processed through the State's Concur travel system. If an agency cannot use the State's Concur travel system, the agency may use the applicable FI 51 series form. Political subdivisions may use another system or form with equivalent controls and calculations.

(8) Travel by private airplane for official business must be preapproved in writing by the Executive Director or designee.

(a) The pilot must certify to the Executive Director or designee that the pilot is certified to fly the plane being used for business.

(b) If the plane is owned by the pilot, the pilot must certify the existence of at least \$1,000,000 per person and \$3,000,000 aggregate of liability insurance.

(c) If the plane is a rental, the pilot must provide written certification from the rental agency that the insurance covers the traveler and the agency or political subdivision as insured. The insurance must be adequate to cover any physical damage to the plane and at least \$1,000,000 per person and \$3,000,000 aggregate of liability insurance.

(d) Reimbursement will be made at the same rates described in Subsection R25-7-18(5).

(e) Mileage calculation is based on air mileage and is limited to the most economical usually traveled route.

R25-7-19. Political Subdivisions.

Political subdivisions that are subject to this rule may establish a system that is more stringent.

KEY: air travel, per diem allowances, state travelers, transportation

Date of Last Change: August 22, 2023

Notice of Continuation: February 8, 2018

Authorizing, and Implemented or Interpreted Law: 63A-3-107; 63A-3-106

CHAPTER 11C-300 Parking and Loading Space

11C-301 Purpose The purpose of these off street parking requirements is to reduce congestion and traffic hazards in the Town by incorporating adequate, attractively designed off street parking for various land uses. Parking areas shall be designed in such a manner that they will result in maximum efficiency, protection of public safety, provided for the special needs of the handicapped, and where appropriate, insulate surrounding land uses from adverse impacts created by such parking.

11C-302 Off-Street Parking Required

- A. At the time any building or structure is erected or enlarged or increased in capacity or any use is established, there shall be provided off-street parking spaces for automobiles in accordance with the following requirements. A detailed site plan showing the required off street parking spaces shall be presented to the Planning Commission for approval. All off street parking shall comply with all of the standards prescribed in this chapter, and shall be permanently maintained in good condition for the duration of the use or uses served by the facility.
- B. Parking shall be located on the same lot or abutting lot to the requested use. In no case shall required parking be located across a public street without written approval of the Planning Commission and only when the parking area is within 100 feet.
- C. Uses not listed shall be based on the most similar use in the table as determined by the Planning Commission.
- D. Any use of property which, in the effective date of this ordinance, is nonconforming only with the regulations relating to off-street parking may continue in the same manner, provided that parking facilities shall not be further reduced.
- E. Lighting used to illuminate any off street parking area shall be arranged to reflect the light away from adjacent properties and street traffic and shall comply with the dark sky ordinance.
- F. All areas designated for off street parking shall not be used for outdoor storage of materials or equipment.
- G. Parking Setbacks. The Planning Commission will determine at design review the appropriate parking setback. The placing of building and parking elements on a site shall be evaluated by the Planning Commission on the basis of the following factors:
 - 1. Relationship to other buildings both horizontally and vertically.
 - 2. Natural land features, such as slopes or trees.
 - 3. Physical features and controlled ingress and egress.
 - 4. Visibility from vehicular approaches and distant highways.
 - 5. Type of use and structure.
 - 6. Building height.
- H. Connection of interior Parking Lots. Private parking lots, within any development, shall be required to provide interior access to adjacent parking lots and interior private roadways. When new developments are being constructed adjacent to existing business, the project shall be required to join existing drives and parking lots at property lines. When new developments are proposed adjacent to undeveloped land or underdeveloped business, the new development shall be required to construct connections, which will

allow joining of future roads or parking lots. All access between interior lots and roads shall be open to the public for customer parking and access.

11C-303 Handicap Parking. Handicap parking shall meet the requirements of the most recent amendment of the Americans with Disabilities Act (ADA).

11C-304 Parking Space Size. The dimensions of each commercial off-street parking space shall be at least nine (9) feet by eighteen (18) feet for diagonal or ninety-degree spaces; or nine (9) feet by twenty (20) feet for parallel spaces. Oversize Stalls should be nine (9) feet by forty (40) feet.

Type of Space	Minimum Width	Minimum Length
Diagonal	9 feet	18 feet
90° Angle	9 feet	18 feet
Parallel	9 feet	20 feet
Oversized Stalls	9 feet	40 feet

11C-305 Computation Of Off Street Parking Spaces The table on the following pages contains the minimum parking requirements for specific uses. To clarify the computation of off street parking spaces, the following standards shall apply:

- A. Parking calculations shall be based on gross square footage of a building. Outdoor seating must also be included in parking calculations.
- B. If a fractional number is obtained one parking space shall be required for that fraction.
- C. If more than one use is located on a site, the number of off street parking to be provided shall be equal to the sum of the requirements of each use.
- D. Parking requirements for Short Term Rentals (STRs) see chapter 8-601-G and 8-607-B.
- E. If the gross square footage of an existing nonresidential building is not altered but the use is changed then no additional parking spaces are required.
- F. If gross square footage of an existing nonresidential building is altered regardless of use, then the minimum parking requirements must be calculated.
- G. In the event that off-street parking cannot be reasonably provided in accordance with the provisions of this title, a commercial property owner may be allowed to make a payment-in-lieu of providing parking spaces, according to the following conditions:
 1. The Planning Commission must review all payment-in-lieu of parking requests.
 2. The payment-in-lieu fee shall be established by resolution.
 3. Payment-in-lieu of parking shall be permitted to provide no more than 30% of the parking spaces required by this chapter.

<u>Residential Land Use</u>	Required Parking Spaces	Employee Parking
Duplexes, multi-family dwellings, condominiums, townhouses	Studio 1 space 2 to 3 bedrooms 2 spaces 4 or more bedrooms 3 spaces Guest parking: 1 space for each 3 units	
Second residential unit	1 space in addition to that required for the primary dwelling	
Senior housing	.5 space for each unit plus 1 guest space for each 10 units	1
Single-Family dwellings	2 spaces per unit	
<u>Non residential land use</u>		
Amusement park/entertainment facilities	Determined by conditional use	
Art galleries, artisan/ craft shop,	1 space per 500 sq. ft	1
Auto and vehicle maintenance and repair	4 spaces for each service bay	1
Auto/vehicle sales and/or parts store	1 space per 400 sq. ft	1
Banks and financial services	1 space per 300 sq. ft	2
ATM's	1 space for each exterior ATM	
Bed & Breakfast (Inns)	1 space per guest unit. An additional oversized stall for more than 3 guestrooms	1
Building material stores	1 space per 500 sq. ft	1
Child day care centers	1 space for each 10 children that the facility is licensed to accommodate	2
Community/Convention Centers, lodges and meeting halls	1 space per 100 sq. ft.	2
Grocery Store	1 space per 250 sq. ft.	2
Hotels	1 space and .2 oversize spaces for each guest hotel room; plus, retail, restaurant, and conference uses calculated at 50% of the requirements of this table.	2
Laundromats	1 space for each 5 washing machines	
Libraries and museums	1 space per 300 sq. ft	1
Medical Clinics, offices, labs, pharmacies, and other outpatient facilities	1 space per 500 sq. ft	3
Night clubs and bars	1 space per 100 sq. ft	3
Offices	1 space per 500 sq. ft	1
Outdoor commercial recreation	Spectator seats: 1 space for each 4 seats Sports courts: 2 spaces per court plus 1 space per 500	1

	sq. ft. of area other than courts	
Personal services: Barbers/beauty, etc.	1 space per 500 sq. ft.	1
Plant nurseries and garden supply stores	1 space per 500 sq. ft of indoor use area; 1 space per 2,000 sq. ft. of outdoor use area	1
Public safety facilities	1 space per 500 sq. ft	1
Religious facilities, churches, places of worship	1 space per every 4 seats to maximum seating capacity	
Restaurants (indoor and outdoor dining)	1 space per 180 sq. ft	2 spaces for every 1,000 sq. ft.
Retail Stores	1 space per 500 sq. ft.	1
Schools – public and private		
Grade 9 and lower	1 space per classroom	2 per classroom
Grade 10 – 12	5 spaces per classroom	1 per classroom
Service station/Convenience Store	1 space per pump island, does not include parking at the pump	1
Short Term Rental	See ordinance 8-601-G and 8-607-B	
Studios – art, dance, music, photograph, etc.	1 space per 180 sq. ft.	1
Theaters	1 space per 100 sq. ft.	1
Transient Business	1 space per 150 sq. ft of commercial area	2
Utility facilities	1 space per 1,000 sq. ft	1
Veterinarians, animal hospitals, kennels, boarding, pet shops	1 space per 500 sq. ft	1
Warehousing, wholesaling and distribution		1 space per employee
Wholesale design showrooms	1 space per 1,000 sq. ft	1

(This Ordinance approved on September 8, 2016.)

CHAPTER 11C - 400 Motor Vehicle Access

11C-401 Roadway Access Management. Roadway access is a means for a motor vehicle to move from roadway to roadway or between private property and the public roadway. An access shall meet the requirements as hereinafter provided or as prescribed in the Utah State Department of Transportation manual entitled Regulations for the Control and Protection of State Highways rights-of way@ (whichever requirements are greater).

11C-402 Public Rights-of-Way. Public rights-of-way shall be identified before any permits for any kind of use are approved.

11C-403 Roadway Access. An access shall be identified when developing any property and shall be controlled as follows:

- A. Access may be up to but not more than one thirty (30) feet in width, measured by right angles to the center line of the driveway, except as increased by permissible curb return radii. The entire flare of any return radius shall fall within the property owner=s right-of-way.
- B. A property may have more than one thirty (30) foot access and in no event shall such accesses exceed sixty (60%) of the entire property frontage.
- C. No two (2) of said accesses shall be closer to each other than twelve (12) feet and no access shall be closer to a side property line than three (3) feet.
- D. No access shall be closer than forty (40) feet to the point of any intersecting roadways.
- E. Access roads to properties located on an inside turn (right angels) shall be twenty-five (25) feet from the property line.
- F. Any ingress or egress access to town owned streets must be in compliance with this ordinance.
- G. Where there is no existing curb and gutter or sidewalk, the applicant shall construct a safety island along the entire length of the property frontage, except across the permitted access. The safety island may be curb, fence, or appropriate landscaping not to exceed four (4) feet or be less than eight (8) inches in height, which shall be reviewed and approved by the Planning Commission. The safety zone cannot be in the Aclear zone@ according to UDOT standards.
- H. In all cases, where an access crosses the bike path, the return radii and the access, into the property, twelve (12) feet into the property shall be paved.
- I. Property Owners must pipe culverts under all accesses, or create a swale in the access.

CHAPTER 11C-500 Conditional Uses

11C-501 Purpose. To provide for the regulation of uses to insure their compatible integration in the land use pattern.

11C-502 Conditional Use Permit. An approved conditional use permit shall be required for each conditional use listed in this ordinance. No building permit or other permit or license shall be issued for a conditional use by any officer or employee of the Town unless a conditional use

Land Disturbance Permit Application



Contact Information
Property Owner's Name:
Phone Number:
Address:
Email:
Contractor/Operator's Name:
Phone Number:
Address:
Email:
Point of Contact:
Phone Number:
Email:
Project Information
Project Name:
Date of application:
Project Address:
Parcel # if applicable:
Estimated area to be disturbed during construction activity in sq. ft. or acres:
Project Description:

Construction Land Disturbance Permits

Please select the option that best matches the work to be done

Option A:

Construction Land Disturbance Requirements for **Sites that Disturb 1 or More Acres of Land (for Residential/Commercial/Subdividing)** For land disturbance activities that disturb an area greater than or equal to 1 acre.

Required items for Construction General Permit:

Please include copies of the following with this Application

- Site Plan showing all Best Management Practices (BMPs)
- BMP Details for all BMPs to be used during the project.
- Public Works Excavation Pamphlet (found at gardencityut.us/forms)

Option B:

Construction activity that disturbs land near sensitive areas.

Required items for construction activity that occurs near any sensitive areas.

Please include copies of the following with this Application

- Complete copy of the Common Plan SWPPP Template (construction.stormwater.utah.gov)
- Letter of Authorization from approving authority. (i.e. Canal Company, etc.)
- Site Plan showing all Best Management Practices (BMPs)
- Site Plan showing all Best Management Practices (BMPs)
- BMP Details for all BMPs to be used during the project.
- Public Works Excavation Pamphlet (found at gardencityut.us/forms)

Fee Schedule

Development of 1 acre or more	\$400.00
Each additional acre	\$100.00
Monthly inspections for projects lasting more than 1 year*	\$50.00 per month

*additional monthly inspection fees will be due prior to receiving a Certificate of Occupancy

Acknowledgement

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 shall be complied with, whether specified herein or not, the granting of this 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.

I understand that this Land Disturbance Permit is required and will remain in effect until the entire project is stabilized and the Notice of Termination (NOT) has been submitted for those that have an NOI. All control measures must be inspected weekly. Any tracking of debris onto the road must be cleaned within a reasonable time frame as needed. Records of all inspections, changes to the site plan and failures of control devices will be kept. The Permittee is required to train all subcontractors, vendors, delivery personnel, and others who will be working on the site as to the requirements of this permit. The Permittee is responsible for compliance of all required permits for the entire site throughout the duration of the project. I understand that a pre-construction inspection will be required before any work can commence.

Signatures

Agent/Owner Date

Contractor Date

ORDINANCE #24-14

AN ORDINANCE UPDATING THE ADMINISTRATIVE ORDER ORDINANCE

WHEREAS, the Town of Garden City is a town duly incorporated under the general law of the State of Utah; and

WHEREAS, the Garden City Town Council is the governing body for the Town of Garden City and must administer the Garden City Municipal Code; and

WHEREAS, the Garden City Town Council is authorized to govern the health, safety and wellness of the citizens and visitors of the Town of Garden City; and

NOW, THEREFORE, BE IT ORDAINED BY THE GARDEN CITY PLANNING COMMISSION AND TOWN COUNCIL THAT ORDINANCE #3-802-L(9), BE UPDATED AS FOLLOWS:

CHAPTER 3-800 Administrative Code Enforcement Ordinance and Procedure

3-802 – Administrative Hearings

L. Administrative order

- 9. An administrative order imposing civil fines for failure to abate a violation of the Town Code by a stated deadline, shall continue to accrue additional fines until the responsible person complies with the Administrative Code Enforcement Judge’s decision and corrects the violation ~~but shall not exceed one thousand dollars (1,000.00) of accrued fines per violation.~~

APPROVED AND ADOPTED this 11th day of April 2024.

APPROVED:

ATTEST:

Mike Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Voting:	Aye	Nye
Argyle	_____	_____
Hansen	_____	_____
Parry	_____	_____
Menlove	_____	_____
Leonhardt, Mayor	_____	_____

ORDINANCE # 24-13

AN ORDINANCE CHANGING COMMERCIAL SETBACKS

WHEREAS, THE Town of Garden City is a town duly incorporated under the general law of the State of Utah; and

WHEREAS, the Garden City Town Council is the governing body for the Town of Garden City and must administer the Garden City Municipal Code; and

WHEREAS, The Garden City Town Council is authorized to govern the health, safety and wellness of the citizens and visitors of the Town of Garden City.

NOW THEREFORE, be it ordained by the Garden City Town Council and the Planning Commission that Ordinances #11C-1500 be changed as follows:

CHAPTER 11C-1500 Commercial Zone

Area		Minimum Setbacks (in feet)		
District	Area in Square Feet	Front (Side facing road)	Side	Rear
C1	Minimum of 6000 ft.	<p>Twenty (20) Feet Under a Conditional Use Permit approval, front setback can be reduced to a minimum of five (5) feet. 20-5 Feet, if allows foot traffic to exit path of travel. 20' if not and shall be considered a Conditional Use.</p> <p>** Front Setbacks of zero (0) feet may be allowed and shall be considered a Conditional Use. See 11C-1502-B-6</p>	<p>Ten (10) Feet Under a Conditional Use Permit approval, side setback can be reduced to zero (0) feet.</p> <p>20' total side setbacks can be 0&20, 10&10, 5&15.</p> <p>** Side Setbacks of zero (0) feet may be allowed and shall be considered a Conditional Use. See 11C-1502-B-6</p>	Ten (10) Feet
C2	Minimum of 6000 ft.	20 Feet	Ten (10) Feet	Ten (10) Feet
C3	Minimum of 6000 ft.	20 Feet, (unless being used for residential purpose; if being used for a residential purpose, it must meet appropriate setbacks	Ten (10) Feet	Ten (10) Feet

		for a single family residential zone – R1)		
C4	Minimum of 6000 ft.	20 Feet	Ten (10) Feet	Ten (10) Feet

Lots under 7500 sq. ft. cannot be split

11C-1501 Purpose. To provide areas for community retail and service activities in locations convenient to serve the residents and is compatible to the tourism industry and to protect surrounding residential property.

11C-1502 C1 Zone.

A. Permitted Uses.

1. Stores, shops, and offices supplying commodities or performing services such as banks, business offices, and other financial institutions, hair salons, barbers, medical and dental offices, art galleries and similar enterprises provided that all uses can be conducted within the buildings.
2. Accessory buildings and uses customarily incidental to the above that are not required to be in another zone.
3. Bowling alley, dance hall, roller-skating rink, theatres, arcades, pool halls and miniature golf course.
4. Hotels and Motels
5. Restaurants and Fast Food Establishments
6. Department Stores
7. A single-family residence and/or employee housing as long as construction is integrated into the commercial structure and is 50% or less of the total square footage and must be located either above or behind the commercial space.

B. Conditional Uses.

1. Automobile Dealers
2. Gas Stations with Convenience Stores
3. Farmer’s and Artisan’s Market
4. RV Park
5. Stand Alone Accessory Building
6. **Front Setbacks and/or Side Setbacks of Zero (0) feet may be allowed reduced as a Conditional Use.**
 - i. **Must be applied for as a Conditional Use and approved by the Planning Commission and the Town Council.**
 - ii. **Building side walls shall meet building code requirements for attached buildings.**
 - iii. **Shall provide access to the rear of the building for fire protection.**
 - iv. **Front setback may be reduced if it allows for foot traffic to exit the path of travel.**

C. Non-Listed Uses see Ordinance #11C-1005.

11C-1503 C2 Zone.

A. Permitted Uses.

1. Commercial parking lots
2. Carpenter shops, electrical, plumbing, heating and air conditioning shops, printing and publishing or lithographic shops, provided all uses shall be within an enclosed building
3. Commercial landscaping buildings
4. Storage sheds
5. Construction/labor/service showrooms, provided all uses shall be within an enclosed building
6. Small scale manufacturing provided all uses shall be within an enclosed building.
7. Lumber yard, provided all uses shall be within an enclosed building.
8. A single-family residence and/or employee housing as long as construction is integrated into the commercial structure and is 50% or less of the total square footage and must be located either above or behind the commercial space.

B. Conditional Uses.

1. Automobile service stations for garages for repair of vehicles
2. Farmer's & Artisan's Market
3. RV Park
4. Stand Alone Accessory Building

C. Non-Listed Uses see Ordinance #11C-1005

11C-1504 C3 Zone.

A. Permitted Uses.

1. All uses for C1 Commercial Zone may be applied to C3 Commercial Zone.
2. None of the uses for the C2 Commercial Zone may be applied to C3 Commercial Zone.
3. Owners of C3 Zone properties may choose to use them for either single-family residence or multiple family residences as long as construction complies with the setbacks and guidelines of the respective type of residency.
 - a. When C3 Zone property is used for the establishment of a business next to a residence, the business owner will be required to install a fence up to 8 feet between the two properties to provide for privacy.
 - b. When C3 Zone property is used for establishment of a residence next to an established business, the homeowner will be required

to install a fence, up to eight feet (8'), between the two properties for privacy.

B. Conditional Uses.

1. Farmer's & Artisan's Market
2. RV Park
3. Church
4. Storage Sheds (Can be no closer than 300' to Hwy 89, SR30 or 300 West)
5. Stand Alone Accessory Building

C. Non-Listed Uses see Ordinance #11C-1005.

11C – 1505 C4 Zone.

A. Permitted Uses.

1. Stores, shops, and offices supplying commodities or performing Services such as banks, business offices, and other financial Institutions, hair salons, barbers, medical and dental offices, art galleries And similar enterprises provided that all uses can be conducted within the buildings.
2. Accessory buildings and uses customarily incidental to the above that are not required to be in another zone.
3. Bowling alley, dance hall, roller-skating rink, theatres, arcades, and pool halls.
4. Hotels and Motels
5. Restaurants and Fast Food Establishments
6. Department Stores
7. a. When C3 Zone property is used for the establishment of a business next to a residence, the business owner will be required to install a fence up to 8 feet between the two properties to provide for privacy.

b. When C3 Zone property is used for establishment of a residence next to an established business, the homeowner will be required to install a fence, up to eight feet (8'), between the two properties for privacy.

Owners of C4 Zone properties may choose to use them for either single family residence or multiple family residences as long as construction complies with the setbacks and guidelines of the respective type of residency.

B. Conditional Uses.

1. Automobile Dealers
2. Gas Stations with Convenience Stores
3. Farmer's and Artisan's Market
4. RV Park
5. Sexually Oriented Business
6. Kennels

7. Stand Alone Accessory Building

C. Non-Listed Uses see Ordinance #11C-1005.

11C-1506 Height Regulations. No building shall be erected to a height greater than thirty-five (35) feet.

11C-1507 Area, Width, and Setback Regulations. See above table.

11C-1508 Landscaping and Front Elevations. For the beautification of Garden City, it is required that a landscaping plan, for the entire 10-foot front setback in C2 and 20-foot setback in C1 and C3 zone, be submitted and approved by the Planning Commission along with the front elevations of all buildings.

11C-1509 Architectural Standards. To ensure that Garden City continues to be aesthetically pleasing, all commercial buildings and any structure along Paradise Parkway within the commercial zones will be required to meet certain architectural standards. All commercial buildings and any structure along Paradise Parkway within the commercial zones, shall have an outer appearance that is consistent with surrounding structures. All commercial buildings and any structure along Paradise Parkway shall have 3 exterior walls (one of which must face the street) that are made of wood, glass, stone, brick, or stucco. To maintain a consistent aesthetically pleasing look in the town, the street facing exterior wall shall have a minimum of 25% stone or brick. Other materials for exterior walls or 25% decorative exterior may be approved by the Planning Commission. All materials are to have an earth tone color in nature and appearance, per palette as set by resolution. Architecture elevations must be reviewed and approved by the Planning Commission.

PASSED AND ADOPTED by the Garden City Town Council, Garden City, UT on this 11th day of April, 2024.

APPROVED:

ATTEST:

Mike Leonhardt, Mayor

Cathie Rasmussen, Town Clerk

Voting:	Aye	Nay
Argyle	___	___
Hansen	___	___

Menlove

— —

Parry

— —

Leonhardt, Mayor

— —

DRAFT