

SPECIAL AGENDA
SPECIAL MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY

THURSDAY, JUNE 13, 2025 AT 6:30 P.M.
CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

This meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site at the Town Building. If you have comments or concerns please attend or email them prior to the Meeting: planningclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!

PLEASE NOTE: ** HOW TO JOIN THE ZOOM CONFERENCE CALL **

Meeting ID: 660 541 0108 Passcode: 84532

Option 1 Dial-in phone number (US): (253) 215-8782 follow prompts.

Option 2 Join the online meeting (must have computer speakers and microphone):

<https://zoom.us/j/6605410108?pwd=Q05sYm5qQ0lpNIY5TVp2bTU5VnZlQT09>

CALL TO ORDER & ROLL CALL

1. Adoption of Agenda
2. Open Public Comment
3. Approval of Minutes: None
4. Procedural Matters: TBA

NEW BUSINESS -None

UNFINISHED BUSINESS

5. Discussion and possible action re: approval and addition of a new Temporary Accessory Dwelling (TAD) application form to the list of land use application forms that are currently being updated as detailed in Item 7 of this Agenda.
6. Discussion and possible action re: 2025 General Plan Survey
7. Discussion and possible action regarding updates to land use application forms, in order to align them with changes in procedure and recent amendments to Ordinances 85-3 and 95-6 (tabled):
 - **Nonroutine Solar Energy System (SES) Permit Application (update)**
 - **Building Permit Information Sheet (update)**
 - **Internal Accessory Dwelling Unit Permit Application (added 6.6.24)**
 - Septic Permit Application (approved 5.2.24)
 - Electric Permit Application (approved 5.2.24)
 - Land Disturbance Activity Review (approved 6.6.24)
 - Routine Solar Energy System (SES) Permit Application (approved 8.1.24)
 - Land Disturbance Activity Permit (approved 9.5.24)
 - Certificate of Land Use Compliance (CLUC) Form to replace CLUC for Agricultural Use (approved 9.5.24)
 - Agricultural Exemption Form (approved 3.6.25)
 - **Certificate of Occupancy Review form (added 5.8.25)**
 - **Temporary Dwelling Permit Application form (added 5.8.25)**
 - **Temporary Dwelling Permit Renewal form (added 5.8.25)**
 - Fulfillment of Decommission Contracts (added 5.8.25) (approved 4.3.25)
 - Three Acknowledgments – Geologic Hazard, Short Term Rentals, One Dwelling Per Lot (approved 5.8.25)

CLOSED MEETING - If Needed

ADJOURNMENT

For Meeting Packets go to: <https://www.utah.gov/pmn/index.html>

Government: select "Cities", Entity: select "Castle Valley", Body: select "Town of Castle Valley", select this meeting and click on Meeting Packet to download.

2025 General Plan Survey Mailing

| | | | |
|-----------|---|---------------------------|----------|
| Mailing: | 420 lots (colored paper) | Outgoing postage | \$1.01* |
| | -100 duplicate addresses (2019) | 1.3 oz. mailing | |
| | 320 surveys | 6 two-sided pages | |
| | + 24 second copies (different color) | 1 #10 mailing envelope | purchase |
| | 344 surveys | 1 # 9 return envelope | on hand |
| | - 14 hand delivered | 1 label | on hand |
| | - 24 second copies hand delivered | Return postage | 1.01* |
| | 306 stamps for mailing | 1.1 oz. mailing (6 pages) | |
| | | .95 oz. mailing (5 pages) | .73* |
| Printing: | 344 doubled sided cover letter | | |
| | 325 6 two-sided survey – 1 color | | |
| | 24 6 two-sided survey – 2 nd color | | |
| | w/ sequential serial no. on page 1 | | |
| | print cost | | |
| | paper cost | | |
| | collate | | |
| | staple | | |
| | stamp return envelope | | |
| | stuff | | |
| | stamp & seal outgoing envelope | | |

* \$ 0.73 1st ounce prior to July 13, 2025
.28 2nd ounce
\$ 0.78 1st ounce after July 13, 2025
.?? 2nd ounce

Thank you for taking the time to complete this survey. The purpose of the survey is to gather information from the community to help update the Town's General Plan, which is done every five years. The General Plan is prepared to reflect property owners' and residents' feelings, ideas, and views for the future of the Town. The Planning and Land Use Commission has the responsibility for preparing a survey to gauge owners' perspectives and to use that information to draft the General Plan. The Town will hold a public meeting to discuss the results of the surveys.

Your answers are a crucial part of this process. Not all questions need be answered. On each question, please fill in your answer or **circle your answer for multiple choice and yes/no questions**. Use the last page for fill-in questions that require more space to answer. Feel free to add further comment to any question using the back of the paper. Specific ideas and suggestions are the most helpful for the Town's planning. Please number with the question you're responding to.

If a second adult in the household wishes to complete a separate survey, contact the Town office for a copy. If you own more than one property and your answers for the other property would be substantially different, enter those comments on the back page. Do not photocopy this form. The Town wants to track the number of survey forms that are sent out and returned. **To protect your confidentiality, please do not put your name or lot number on the survey.**

**MAIL THE SURVEY IN THE ENCLOSED STAMPED ENVELOPE
POSTMARKED ON OR BEFORE SEPTEMBER XX, 2025,
OR RETURN IT TO THE TOWN OFFICE BY JUNE 20, 2019.
THERE IS A BLUE DROP BOX NEAR THE FLAGPOLE.**

Serial # xxxxxxxx

Use this number to fill in your survey on line.

Go to <https://>-----

SECTION A—COMMUNITY PROFILE

- A1** Are you a (*circle all that apply*):
 Full-time Resident Part-time Resident Renter Non-Resident Property Owner
- A2** Number of people in your Castle Valley household? _____
- A3** How old is each person in your household (please list ages)? _____
- A4** Number of years you have owned land in Castle Valley? _____
- A5** How many lots do you own? _____
- A6** Number of years you have been residing in Castle Valley? _____
- A7** If you are a registered voter is Castle Valley your registered voting address? Yes No
- A8** Are you currently renting out a home that you own in Castle Valley? Yes No

A9 At what stage of development is your property (*circle all that apply; use back of paper for additional lots*):

Permanent Housing Temporary Housing Actively Building Vacant

A10 If you do not currently have permanent housing, or if you own additional lots, do you plan to build a residence in (*circle one; use back of paper for additional lots*)

1-4 years 5 years 10 years Never Depends

SECTION B—WATER & SEPTIC

Water source

The Town of Castle Valley recently approved a Water Management Plan (WMP). This document will guide the Town's policies and actions to protect our water rights and water quality for our Sole Source Aquifer. The Town works closely with the Utah Division of Water Rights and other entities to achieve these goals. As we know, water in the west is scarce, and likely to become more so. Factors such as drought and climate changes will continue to impact water supply. Please answer the following questions to help guide and support the Town's ongoing efforts to secure our water. These topics are detailed in the Water Management Plan, pp 2-5: <https://castlevalleyutah.com>. Click the Administration tab and choose Water. Then click on the Water Management Plan or use the following URL: <https://webgen1files1.revize.com/castlevalleyut/Documents/Administration/Water/250319%20CV%20Water%20Management%20Plan.pdf>

B1 Do you have a well? (*circle one; use back of paper for additional lots*) *Yes No*

B2 If yes, has the quality or quantity of your well changed within the past three years?

(*circle one; use back of paper for additional lots*) *Yes No Don't know*

B2a If yes, what has changed? _____

B3 If you do not have a well, why not (*circle all that apply; use back of paper for additional lots*)

Poor water quality Lack of water availability Cost of drilling Property undeveloped

Other: _____

B4 If you do not have a well, do you have a cistern? *Yes No*

B4a What size? _____

B4b Do you have water commercially delivered? *Yes No*

B4c If not commercially delivered, what is the primary source of your water (*circle one*)?

Moab Castle Valley neighbor Rooftop

Many lots in the Town cannot produce an adequate quantity of water and/or good quality water for drinking and other uses via well installation that is not suitable for consumption. The WMP identifies several options for providing water to those lots. One option is a dedicated well with a small treatment

facility that supplies a “filling station” where residents could fill their own containers with potable water. The other option is use of a Town water truck to deliver non-potable water to cisterns on individual lots. Another option is researching the feasibility of installing a well for any and all residents to get water for a small fee. (See WMP pp4-5)

B5 Do you support the Town to continue researching options to provide residents whose lots produce little or no water and/or poor quality water with

5a non-potable water _____ Yes No

5b potable water _____ Yes No

B6 The Town has historically been concerned with aquifer and surface water protection and management. Would you support the Town exploring further restrictions and lot mitigations (circle one).

Yes No Comments: _____

Comment [PLUC1]: FR added this

Septic systems

Septic systems pose one of the biggest potential threats to our aquifer. Please help us learn more about existing systems and whether or not you favor certain septic monitoring practices:

B7 If you have a septic system, when was it installed? In the last (circle one; use back of paper for additional lots):

0-5 years 5-10 years 10 – 15 years Over 15 years Don't Know

B8 When was your septic system last pumped? In the last (circle one; use back of paper for additional lots)

0-5 years 5-10 years 10-15 years Over 15 years Never Don't Know

SECTION D—ORDINANCES & ENFORCEMENT

D1 Should the square footage restrictions on structures within the Town be (circle one)

increased?

remain the same?

decreased?

D2 Do you support continuing to include porch roofs, eaves, and overhangs in total square footage calculations? (circle one)

Yes No Comments: _____

D3 Should the Town continue to prioritize minimizing visual impact of buildings using height and square footage? *(circle one)*

Comment [PLUC2]: Or "...continue to use height and square footage to minimize visual impact?"

Yes No Comments:

D4 Currently, Ordinance 85-3 exempts two outbuildings less than 120 S.F. from inclusion in the total square footage calculations. Should the exemption of two be *(circle one)*

increased?

remain the same?

decreased?

D5 Should the size of exempted building be increased to 200 S.F. as allowed in the Uniform Building Code? *(circle one)*

Yes

No

Remain the same

D6 Enforcement of Town ordinances is primarily handled through the Formal Complaint Process. Do you favor the Town investigating other means to enforce ordinances? *Yes No*

D6a If yes, please identify specific mechanisms that might be considered *(circle all that apply)*.

Complaint-driven

Town can initiate

Hire code enforcement officer

Other:

D7 If there are any Town ordinances or regulations that you disagree with, please suggest specific changes to one or more ordinances where you have concerns.

D8 Are there any new regulations/ordinances you think the Town should consider?

SECTION E—COMMUNITY LIFE

E1 Do you want the town to reconsider allowing commercial activity? Yes No

E2 In a rural community that allows livestock and agriculture as a part of its community character, what negative effects, if any, seem to reduce quality of life?

E3 In a rural community that allows livestock and agriculture as a part of its community character, what positive effects, if any, seem to increase quality of life?

E4 The median age of residents in Castle Valley is 63.5 years. How concerned are you about your ability to remain living in your home as you get older or if you have a health challenge at any age (*circle one*)?

A-Not concerned B-Low concern C-Medium Concern D-High concern

E5 As people grow older, they may need services not usually required for younger people. On a scale of 1-5, with 1 being little interest/support and 5 being substantial interest/support, do you think the Town should:

A ____ Explore the costs, benefits, practicality, and likely usage of a regular transportation service to Moab?

B ____ Explore options for a visiting nurse to come to CV on a regular basis?

C ____ Explore senior housing for seniors/caretakers other than the currently allowed temporary accessory dwelling units and , internal accessory dwelling units.

SECTION F—GOVERNMENT

F1 How do you receive news about the Town government? (*circle all that apply*)

*A—Town Website D—Email G—TV's Castle Valley Comments
B—Attending Meetings E—Bulletin board H- Unofficial Castle Valley Facebook Page
C—Word of mouth F—Town Mailings
I—Other _____*

F2 If you use the Town website (castlevalleyutah.com), do you find it easy to use, with useful information?

Yes No

F2a Please suggest changes that will assist your use of the website. _____

F3 Are you on the Town email list? (*circle one*) *Yes No*
(If you wish to be on the Town email list, send your email to townclerk@castlevalleyutah.com.)

F4 The Town has several part-time employees. It relies on volunteers to fill positions on the Town Council, the Planning and Land Use Commission, and other ad hoc committees. Would you consider serving on the Town government? (See J7) (*circle one*) *Yes No Maybe*

F5 The Town operates on a relatively small budget (~~\$253,245-\$565,125.00~~for 2019-2025). The Town receives only about 9.2% of your total County property taxes. This portion of the County property tax is the primary source of Town revenue. The Town's property tax rate was last raised in 2016. Do you favor raising property taxes, as needed? (*circle one*) Yes No

Comment [FR3]: Jocelyn suggests not including a figure because it changes year to year depending on projects.

Comment [FR4]: Determine average percentage for 2024.

F6 Do you favor increasing Town property taxes to hire more staff and/or increase the hours and/or pay of current staff? (*circle one*) Yes No

F7 Are there any important issues that the Town government is not addressing? _____

SECTION G—FIRE AND FIRE PREVENTION

G1 Castle Valley properties are vulnerable to wildfire because of the extensive vegetation on most properties. Cheatgrass, dead tumbleweeds and other weeds, dead sage or trees are highly flammable. The Castle Valley Fire Department, and other agencies, encourage making your property Firewise safe, that is defensible against fire. See the Town and Fire Department websites on preparing fire defensible properties.

A Has the Utah Division of Forestry, Fire and State Lands conducted a free Firewise inspection of your lot in the (*circle one*): past 5 years past 10 years Never

B If trained members of the Castle Valley Fire Department were able to conduct a Firewise inspection of your property, would you use the service? (*circle one*) Yes No Maybe

C Would you be willing to hire people to clear vegetation around your property, if the service was available? (*circle one*) Yes No Maybe

D The Fire Department members are all volunteers. Do you have suggestions on how the department can recruit and retain new and younger members? (See J7)

SECTION H—INFRASTRUCTURE

H1 How do you feel about the condition/maintenance of the road you live on (*circle one*):

Very satisfied Satisfied It's OK Dissatisfied Very dissatisfied

H1a Do you have any suggestions for improvement? _____

H2 Should the Town pursue improved cell phone coverage? *(circle one)* Yes No

SECTION I—CAPITAL IMPROVEMENT PROJECTS & OTHER NEW SERVICES

I1 Please prioritize the following projects that may require additional taxes or fees. Rate each with 0-3:

0 = Do Not Favor if Additional Fees/Taxes are Needed to Fund

1 = Low Priority 2 = Medium Priority 3 = High Priority

- A** _____ Side road improvement beyond what is currently budgeted.
B _____ Drainage work beyond what is currently budgeted.
C _____ Purchase of additional needed equipment for the Town Road Department.
D _____ Suggest other improvements _____

SECTION J—LET YOUR VOICE BE HEARD

J1 Which community values and policies do you believe the Town should continue to protect and maintain? Please prioritize the following community values by rating each with 0-3:

0 = Do Not Favor Continuing to Protect and Maintain

1 = Low Priority 2 = Medium Priority 3 = High Priority

- | | |
|---|---|
| A _____ <i>Water Quality</i> | H _____ <i>5-Acre Minimum Lot Size</i> |
| B _____ <i>Air Quality</i> | I _____ <i>Single Family Dwelling per Lot</i> |
| C _____ <i>Protection of Aquifer</i> | J _____ <i>Renewable Energy Technologies</i> |
| D _____ <i>Scenic Views</i> | K _____ <i>Sustainable Community Practices</i> |
| E _____ <i>Open Space</i> | L _____ <i>Sustainable Agriculture</i> |
| F _____ <i>Tranquility/Silence</i> | M _____ <i>No Commercial Development Beyond What's Currently Allowed</i> |
| G _____ <i>Wildlife Habitat</i> | N _____ <i>Other</i> _____ |

J2 Which issues do you believe the Town should make a high priority to develop or improve upon?
Please prioritize the issues below by rating each with 0-3:

0 = Do Not Favor Continuing to Develop or Improve Upon
1 = Low Priority 2 = Medium Priority 3 = High Priority

| | |
|---|---|
| A _____ <i>Fire Prevention</i> | E _____ <i>Agricultural Uses</i> |
| B _____ <i>Evacuation Policies and Plans</i> | F _____ <i>Road Maintenance</i> |
| C _____ <i>Animal Control</i> | G _____ <i>Road Improvements</i> |
| H _____ <i>Other</i> | |
| D _____ <i>Emergency Preparedness</i> | |

J3 Please share any additional concerns or suggestions to help address any issues that you indicated in J1 and J2 above:

J4 What do you like best about life in Castle Valley?

J5 What do you like least about living in Castle Valley?

J6 Please tell us about your vision for the Valley. What would you like to have stay the same? What would you like to have change?

J7. Is it important that this survey be anonymous? *(circle one)* _____ Yes _____ No

J8 If you would like to be contacted or receive more information regarding volunteer opportunities with the Town, please go to the Town website (castlevalleyutah.com) and fill out the volunteer information form.

Additional Comments (please identify the question by number):

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THERE IS A BLUE DROP BOX NEAR THE FLAGPOLE.**

TDP Application and TDP Renewal Application

Revision notes

- The original form combines both the initial application and the renewal. I found this really confused people so split it into two different forms, albeit very similar.
- The italicized bullet points under the gray box highlight the main points of each different form, and refer to the correct sections of the current 85-3.
- Requiring the VIN and license plate number is not supported in 85-3; also, why? so that was removed.
- References to "state sanitarian" have been updated to SE Utah Health Department. Health Department signature is discretionary on the part of the BPA, not required in every case.
- Original form incorporated the Drainage Review form and the Three Acknowledgments. These are separate forms that have themselves been updated, and can be attached.

—submitted by Colleen Thompson BPA

TOWN OF CASTLE VALLEY

TEMPORARY DWELLING PRE-APPROVAL CHECK LIST

- 1 - COMPLETED TEMPORARY DWELLING PERMIT (TDP) FORM (page 3).
- 2 -SIGNATURE OF SANITARIAN ON TDP PERMIT FORM.
- 3 - COPY OF SEPTIC APPROVAL OR SEWAGE DISPOSAL PLAN SIGNED BY LOCAL HEALTH DEPARTMENT.
- 4 - DRAINAGE REVIEW SIGNED BY ROAD MANAGER.
- 5- PLOT PLAN SHOWING ALL STRUCTURES, WELL, SEPTIC, AND PROPOSED TEMPORARY DWELLING SITE WITH DIMENSIONS. INCLUDE SET BACKS.
- 6- SIGNED ACKNOWLEDGEMENTS FOR GEOLOGIC HAZARDS, ONE DWELLING PER LOT, AND SHORT TERM RENTALS PROHIBITED.
- 7- CASTLE VALLEY BUILDING PERMIT INFORMATION SHEET (initialed and signed).
- 8- TEMPORARY DWELLING APPLICATION FEE: \$50 (make checks out to Town of Castle Valley).

RENEWALS:

- 1- RENEWAL REQUESTS ARE MADE BY SUBMITTING THIS APPLICATION TO THE BUILDING PERMIT AGENT (BPA) BEFORE YOUR RENEWAL DUE DATE. THE RENEWAL REQUEST MAY BE REVIEWED BY THE PLANNING AND LAND USE COMMISSION IF THE BPA DETERMINES THAT CONDITIONS MAY BE REQUIRED FOR ITS CONTINUED USE AS A TEMPORARY DWELLING.
- 2- SEWAGE DISPOSAL THAT IS TEMPORARY (IE ANYTHING THAT IS NOT A SEPTIC SYSTEM), MUST BE INSPECTED BY THE LOCAL HEALTH DEPARTMENT AND SIGNED OFF ON BEFORE A PERMIT CAN BE RENEWED.
- 3- A CURRENT PLOT PLAN PLUS ACKNOWLEDGMENTS LISTED IN ITEM 6 ABOVE MUST BE SUBMITTED WITH EACH RENEWAL REQUEST.
- 4- TEMPORARY DWELLING RENEWAL FEE: \$30 (make checks out to Town of Castle Valley)

Property Owner(s) Initials

TOWN OF CASTLE VALLEY

TEMPORARY DWELLINGS

From the Town of Castle Valley Zoning Ordinance 85-3

4.12 TEMPORARY DWELLING PERMITS ISSUED

Only one Temporary Dwelling is allowed per legally platted lot. A property owner shall obtain a permit to use a Temporary Dwelling (as defined in section 1.6) on their lot for a period of two (2) years. The Town requires that a plot plan be submitted showing the location of the temporary dwelling and any other improvements on the lot. A Temporary Dwelling Permit must be obtained before the installation of a Temporary Dwelling on a legally platted lot and before human habitation of a Temporary Dwelling for any length of time, i.e. intermittent occupancy or permanent residency. An unoccupied RV may be stored on a legally platted lot without a permit.

A Temporary Dwelling must be connected to a septic system or be self-contained. An inspection by the State Sanitarian regarding sewage disposal may be required. There shall be no right created by this land use ordinance to use a Temporary Dwelling for human habitation for more than the two (2) year period of the permit. A Temporary Dwelling Permit is nontransferable. New owners of a lot that has a legally permitted Temporary Dwelling installed by previous owners must apply for a new Temporary Dwelling Permit in their own name or decommission the Temporary Dwelling as provided for in this Chapter. Granting of a new Temporary Dwelling Permit under the new owner's name shall not be unreasonably withheld so long as it complies with all Town Land Use Regulations in effect at the time.

4.13 TEMPORARY DWELLING PERMIT RENEWAL

If a Temporary Dwelling has not been replaced with a permanent one, removed, or changed to a stored RV two (2) years from the date of the issuance of the Temporary Dwelling Permit, the property owner must apply for a renewal of the temporary dwelling permit by submitting a written request to the Town. Renewals are for two (2) year periods. In granting a renewal, the Planning and Land Use Commission may stipulate additional conditions for the continued use of the Temporary Dwelling.

4.14 TEMPORARY DWELLING DECOMMISSIONING

One Temporary Dwelling may be located on a legally platted lot with a new dwelling under construction, along with a Decommissioning Contract. A Temporary Dwelling must be decommissioned no later than thirty (30) days after the occupancy of a new permanent dwelling on a legally platted lot. Decommissioning may include removal of the Temporary Dwelling RV, or change of use to a stored RV, including disconnecting from a septic system. A site inspection by a Town official will be held to verify the decommissioning of the Temporary Dwelling.

Property Owner(s) Initials

**TOWN OF CASTLE VALLEY
TEMPORARY DWELLING PERMIT**

Lot # _____

Applicant _____ **Application Date** _____

Physical Address _____

Mailing Address _____

E-mail Address _____

Telephone _____

DESCRIPTION OF TEMPORARY DWELLING: (include make, model, VIN # and license #):

SEWAGE DISPOSAL METHOD: _____

SIGNATURE LOCAL HEALTH DEPARTMENT: _____

OWNER'S INTENDED USE: (circle one) **RESIDENCY** **INTERMITTENT**

Temporary Dwelling Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.

Permits issued on the basis of false or misleading information are void.

Installation and dwelling in a Temporary Dwelling without an approved Permit may be subject to delays, fines and/or increased permit fees.

**"I HAVE READ AND AGREE TO ABIDE BY THE TOWN OF CASTLE VALLEY'S
ZONING ORDINANCE REGARDING TEMPORARY DWELLINGS."**

SIGNATURE(S) OF PROPERTY OWNER(S)

SIGNATURE OF AUTHORIZED TOWN OFFICER: _____

PERMIT APPROVAL DATE: _____ **RENEWAL DUE DATE:** _____

RENEWAL APPROVAL DATE: _____

Castle Valley Drainage Review

A drainage review is required before constructing a building in Castle Valley. For drainage review, please contact the Castle Valley Roads Manager at 435-259-9828 to arrange a time for a site visit to your lot to review the plans and the drainage.

This document must be signed by the Castle Valley Roads Manager and attached to the plot plan before a Building Permit Application can be approved.

Name of Lot Owner: _____

Telephone Number: _____

The Town has reviewed these drainage plans only to ensure compliance with existing Town storm water and drainage regulations. This review is for the Town's compliance purposes only. Neither this review nor the approval of the plans can be relied on for purposes of ensuring, guaranteeing or warranting that the property will be protected from storm or flood waters entering the property. The property owner is responsible for taking the appropriate actions to protect his or her own property from potential storm or flood damage.

Pursuant to Town Ordinance 95-6, all washes, drainages and/or waterways on the lot shall be maintained in such a way that does not affect the entrance point of surface water onto the property or the concentration of discharge at the exit point from the property.

Planned and/or required modifications and other notes are described below:

Lot # _____ has been reviewed for drainage requirements and approved for construction at the proposed building(s) site, as detailed in the attached plot plan. A Drainage Review shall expire after 12 months unless a complete Building Permit Application is submitted to the Town within that period.

_____ Approved _____ Not Approved

Castle Valley Roads Manager

Date

ACKNOWLEDGEMENT OF ONE DWELLING PER PLATTED LOT RESTRICTION

The Land Use Ordinance of the Town of Castle Valley states in Section 5.5, "Only one (1) building which contains a dwelling as defined in this Land Use Ordinance shall be located and maintained on a legally platted lot in the Town of Castle Valley. Only one kitchen is allowed per platted lot. The intent of the regulations in this section is to prevent guest houses, apartments, duplexes, mother-in-law apartments or other construction creating more than one dwelling per legally platted lot and to prevent short-term overnight rentals, all of which are prohibited "

By signing this application for a Temporary Dwelling permit in the Town of Castle Valley, I acknowledge and agree to comply with the above cited restriction.

Signature: Property Owner _____

ACKNOWLEDGEMENT OF SHORT-TERM RENTALS PROHIBITED

The Zoning Ordinance of the Town of Castle Valley states in Section 4.4, "Short-term rentals are prohibited. The use of property through rental arrangements for a period of less than twenty-five (25) days is a commercial use of property and is not permitted unless specifically allowed under other provisions of this Land Use Ordinance. The intent of this provision is to prohibit use of property for commercial rental as overnight accommodations." Section 1.6 further defines short-term rentals as, "Rental of property or improvements on property for a period of less than twenty-five (25) days to a person or persons not residing in the Town of Castle Valley."

By signing this application for a Temporary Dwelling permit in the Town of Castle Valley, I acknowledge and agree to comply with the above cited restriction.

Signature: Property Owner _____

GEOLOGIC HAZARDS RELEASE AGREEMENT FOR OBTAINING A BUILDING PERMIT TOWN OF CASTLE VALLEY (September 1995)

The Castle Valley River Ranchos -Subdivision was platted by Grand County before the Town of Castle Valley was incorporated. During the platting process, there was no geologic evaluation of hazards associated with rock falls, flooding, soil problems, suitability, subsidence or similar geologic hazards. Building Permit applicants are advised to independently evaluate geologic hazards on the individual lot on which they propose to build before commencing construction. The Town of Castle Valley assumes no responsibility for geologic hazards encountered *by any* Building Permit applicant and specifically disclaims any liability for any representation that any

lot is suitable for construction or safe from geologic hazard. The Building Permit applicant assumes all risks in connection with geologic hazards existing or to be encountered in the future with respect to construction or occupancy of the lot owned by the applicant, and waives any claims for damages arising out of geologic hazards against the Town of Castle Valley.

Dated this _____ day of _____, _____

Signature of lot owner _____ Lot # _____

Address and phone number _____

TOWN OF CASTLE VALLEY UTAH
Temporary Dwelling Permit Application

Lot # _____

Property owner _____

Mailing address _____

Phone _____ Email _____

OFFICE USE

☐ Approved by _____ date _____

Renew by this date _____

☐ Fee Paid \$ _____ # _____ date _____ rec'd by initials _____

See Ordinance 85-3 Definitions and Ch. 4.11 Temporary Dwelling Permit (TDP) for complete information.

- *A temporary dwelling is typically a travel trailer or other manufactured mobile unit, excluding mobile homes.*
- *Only one temporary dwelling is allowed per legally platted lot.*
- *A TDP is valid for two years, then must be renewed or the temporary dwelling decommissioned.*
- *A TDP is required before human habitation, whether intermittent or permanent.*
- *TDPs are not transferable if the property changes ownership.*

Submission requirements

1. Plot plan showing entire lot with the following details. Hand drawn OK; all distances and dimensions must be clearly marked. Include additional page zoomed with detail if necessary.
 - a. Lot #, name, address, and phone of lot owner.
 - b. Property lines, road easement lines, and minimum setback lines. Applicant may be required to submit documentation prepared by a registered land surveyor or civil engineer identifying property lines and road easements if deemed necessary to verify the setback requirements.
 - c. Existing structures and other improvements.
 - d. Proposed temporary dwelling location with setbacks.
2. Land Disturbance Activity application, if applicable, or any other forms or information deemed necessary by the Town Building Permit Agent (BPA) or other designated Castle Valley Land Use Authority.
3. Initialed and signed Building Permit Information Sheet and Acknowledgment; signed Waiver and Acknowledgments.
4. Make and model: _____
5. Dimensions: width x length _____

6. Intended use: ☐ Full time ☐ Intermittent

7. Sewage disposal method:

☐ Direct connection to septic ☐ Self-contained with periodic servicing

☐ Other: _____

SE Utah Health Department signature (if deemed applicable by BPA or designated CV Land Use Authority):

_____ date _____

8. Payment of fee by cash or check made out to Town of Castle Valley (see current Fee Schedule at <https://www.castlevalleyutah.com/documents/index.php>).

Property Owner 1 signature _____ date _____

print name _____

Property Owner 2 signature _____ date _____

print name _____

The above signatories acknowledge and agree to comply with all requirements as stated on this application, and attest that the provided information is accurate and complete, to the best of their knowledge. Permits issued on the basis of false or misleading information are void.

Ordinance 85-3 Ch. 9.1.C: No license, building permit, or other Land Use Application Permit shall be issued by any official, employee, or agent vested with the duty and authority to issue licenses or permits which would not be in conformance with the provisions of Town Land Use Regulations in effect at the time of application. It shall be a violation of this land use ordinance for any official, employee, or agent to issue any permit or license in violation of Town Land Use Regulations. Any license or permit not in compliance with Town Land Use Regulations or issued on the basis of false or misleading information shall be void.

TOWN OF CASTLE VALLEY UTAH
Temporary Dwelling Permit RENEWAL Application

Lot # _____

Property owner _____

Mailing address _____

Phone _____ Email _____

OFFICE USE

☐ Conditions required. Attach details, refer to PLUC. BPA sig _____

☐ Approved by _____ date _____

Next renewal due date _____

☐ Fee Paid \$ _____ # _____ date _____ rec'd by initials _____

See Ord. 85-3 Ch.3.1.1 and Ch. 4.12 Temporary Dwelling Permit (TDP) Renewal for complete information.

- *A TDP must be renewed every two years unless the unit is removed or decommissioned.*
- *It is the responsibility of the owner to submit a renewal application to the Town Building Permit Agent (BPA) before the renewal due date.*
- *The BPA may determine that additional conditions are required for continued use and refer the renewal to the Planning and Land Use Commission (PLUC) for approval.*
- *TDPs are not transferable if the property changes ownership.*

Submission requirements

1. Plot plan showing entire lot with the following details. Hand drawn OK; all distances and dimensions must be clearly marked. Include additional page zoomed with detail if necessary.
 - a. Lot #, name, address, and phone of lot owner.
 - b. Property lines, road easement lines, and minimum setback lines. Applicant may be required to submit documentation prepared by a registered land surveyor or civil engineer identifying property lines and road easements if deemed necessary to verify the setback requirements.
 - c. Existing structures and other improvements.
 - d. Proposed temporary dwelling location with setbacks.
2. Any other forms or information deemed necessary by the BPA or other designated Castle Valley Land Use Authority.
3. Initialed and signed Building Permit Information Sheet and Acknowledgment; signed Waiver and Acknowledgments.
4. Make and model: _____
5. Dimensions: width x length _____

6. Intended use: ☐ Full time ☐ Intermittent

7. Sewage disposal method:

☐ Direct connection to septic ☐ Self-contained with periodic servicing

☐ Other: _____

SE Utah Health Department signature (if deemed applicable by BPA or designated CV Land Use Authority):

_____ date _____

8. Payment of fee by cash or check made out to Town of Castle Valley (see current Fee Schedule at <https://www.castlevalleyutah.com/documents/index.php>).

Property Owner 1 signature _____ date _____
print name _____

Property Owner 2 signature _____ date _____
print name _____

The above signatories acknowledge and agree to comply with all requirements as stated on this application, and attest that the provided information is accurate and complete, to the best of their knowledge. Permits issued on the basis of false or misleading information are void.

Ordinance 85-3 Ch. 9.1.C: No license, building permit, or other Land Use Application Permit shall be issued by any official, employee, or agent vested with the duty and authority to issue licenses or permits which would not be in conformance with the provisions of Town Land Use Regulations in effect at the time of application. It shall be a violation of this land use ordinance for any official, employee, or agent to issue any permit or license in violation of Town Land Use Regulations. Any license or permit not in compliance with Town Land Use Regulations or issued on the basis of false or misleading information shall be void.

immediate family members who are certified infirm, or for caregivers who are assisting the occupants of the main Dwelling who are certified as infirm.

TEMPORARY DWELLING: A manufactured mobile unit (other than a mobile home) designed and permitted by its manufacture as a temporary residence for travel, recreational, and vacation use, including recreational vehicles such as: travel trailers, park trailers, camp trailers, motor homes, truck campers and vans and installed as a Dwelling and occupied for any length of time, i.e. intermittent occupancy or long-term residency. A travel trailer shall not require special highway movement permits when towed on public highways, and shall not exceed eight (8) feet in width of forty (40) feet in length. A park trailer shall not exceed an area of 400 square feet. The unit must be self-contained or attached to a septic system approved by the Local Health Department. A Temporary Dwelling is considered a Dwelling. Only one Dwelling is permitted on a legally platted lot in the Town (except that an unused recreational vehicle may be stored while not in use).

TOWN COUNCIL: The Castle Valley Town Council, which includes the Mayor and Council members.

UNNECESSARY HARDSHIP: A general restriction placed upon a lot with respect to setback or area where, by reason of exceptional narrowness, shallowness, shape, land condition or topography of such lot, a literal enforcement of the general restrictions would result in an unfairness to the owner compared to the owners of other lots in the same zone and/or which literal enforcement would be unnecessary in order to achieve the intent of the zone. The hardship shall not have been created by an act of any property owner.

UPDES: The Utah Pollution Discharge Elimination System, which is the state/national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 318, 402, and 405 of the Clean Water Act.

VARIANCE: A waiver or modification of a setback, an area requirement or height requirement of Town Land Use Ordinances, as distinguished from a conditional use, to be determined by the Appeal Authority.

WATERCOURSE: A permanent or intermittent stream or other body of water, either natural or manmade, which gathers or carries Surface Water, including catch basins.

CHAPTER 3 LAND USE AND APPEAL AUTHORITY

3.1 DESIGNATION OF LAND USE AUTHORITY

3.1.1 Building Permit Agent

The Building Permit Agent shall act as the Land Use Authority to perform Grade Reviews prior to any earth-moving associated with a Building Permit, in order to determine Existing Grade (see Definitions). The Building Permit Agent shall share the Land Use Authority with the Roads Manager to perform Land Disturbance Reviews. They shall review and determine whether an application for a Land Use Decision is routine or nonroutine and act on routine requests for a Land Use Decision for routine building permits, routine requests for Conditional Use Permits, routine requests for Temporary Dwelling Permits, routine requests for Internal Accessory Dwelling Unit permits, routine requests for electrical or solar energy system permits, routine requests for Certificates of Land Use Compliance, routine requests for a Decommissioning Contract, requests for Septic permits, and requests for Certificates of Occupancy. The Building Permit Agent shall determine if, upon renewal, a Temporary Dwelling Permit shall require additional conditions for its continued use as a Temporary Dwelling and refer those that require conditions to the Planning and Land Use Commission. The Building Permit Agent may not deny or condition a routine Land Use Application, but shall deem an application which may be denied or conditioned to be nonroutine. The Building Permit Agent shall deem all Land Use Applications as nonroutine that require advice or other services to the Town by professional parties to properly evaluate its compliance with Town Land Use Regulations and its impact in the zone in which the land use is to be located.

3.1.2 Roads Manager

The Roads Manager shall act as the Land Use Authority to approve Right of Way Encroachment Permit applications. The Roads Manager shall share the Land Use Authority, with the Building Permit Agent, to perform Land Disturbance Reviews.

3.1.3 Planning and Land Use Commission

The Planning and Land Use Commission shall review Land Use Applications and make recommendations to the Town Council prior to the Town Council taking action as the Land Use Authority with regard to all Land Use Applications where the Town Council is the Land Use Authority, including applications for nonroutine Conditional Use Permits, subdivisions, and the annual review of Conditional Use Permits.

The Planning and Land Use Commission shall act as the Land Use Authority to act upon requests for a Land Use Decision for nonroutine building permits, Temporary Dwelling Permit renewals that require additional conditions for the continued use of the Temporary Dwelling, nonroutine requests for electrical or solar energy system permits, nonroutine requests for Certificates of Land Use Compliance, or nonroutine requests for Decommissioning Contracts.

3.1.4 Town Council

The Town Council shall act as the Land Use Authority to review and act upon Land Use Applications related to the following: subdivision approval; nonroutine Conditional Use Permits; review, annual renewal and revocation of both routine and nonroutine Conditional Use Permits; Temporary Accessory Dwellings For Medical Purposes; noncomplying buildings; nonconforming uses; the interpretation of the provisions of Town Land Use Regulations related to permitted and non-

D. In the event the Town does not take any action to remove the TAD from the subject property in accordance with its rights to do so set forth in subsection 7.B of this section above, the Town's inaction, on one or more occasions, shall not be deemed a waiver or forfeiture or the Town's rights as set forth in this permit, to remove the TAD at any time thereafter.

E. All applicants must sign a written statement that they have read, understood and will comply with the requirements of this land use ordinance.

F. All applicants must sign an acknowledgement of the number of permitted Dwellings per platted lot.

G. In the event that the applicant fails to comply with this land use ordinance, the Town will recover the costs of compliance by obtaining a judgment against the applicant and foreclosing on the judgment lien against the property

4.11 TEMPORARY DWELLING PERMITS ISSUED

Only one Temporary Dwelling is allowed per legally platted lot. A property owner shall obtain a permit to use a Temporary Dwelling (as defined in section 1.6) on their lot for a period of two (2) years. The Town requires that a plot plan be submitted showing the location of the Temporary Dwelling and any other improvements on the lot. A Temporary Dwelling Permit must be obtained before the installation of a Temporary Dwelling on a legally platted lot and before human habitation of a Temporary Dwelling for any length of time, i.e. intermittent occupancy or permanent residency. An unoccupied RV may be stored on a legally platted lot without a permit.

A Temporary Dwelling must be connected to a septic system or be self-contained. An inspection by the Local Health Department regarding sewage disposal may be required. There shall be no right created by this land use ordinance to use a Temporary Dwelling for human habitation for more than the two (2) year period of the permit. A Temporary Dwelling Permit is nontransferable. New owners of a lot that has a legally permitted Temporary Dwelling installed by previous owners must apply for a new Temporary Dwelling Permit in their own name or decommission the Temporary Dwelling as provided for in this Chapter. Granting of a new Temporary Dwelling Permit under the new owner's name shall not be unreasonably withheld so long as it complies with all Town Land Use Regulations in effect at the time.

4.12 TEMPORARY DWELLING PERMIT RENEWAL

If a Temporary Dwelling has not been replaced with a permanent one, removed, or changed to a stored RV two (2) years from the date of the issuance of the Temporary Dwelling Permit, the property owner must apply for a renewal of the Temporary Dwelling permit by submitting a written request to the Town. Renewals are for two (2) year periods. In granting a renewal, the Planning and Land Use Commission may stipulate additional conditions for the continued use of the Temporary Dwelling.

4.13 TEMPORARY DWELLING DECOMMISSIONING

One Temporary Dwelling may be located on a legally platted lot with a new Dwelling under construction, along with a Decommissioning Contract. A Temporary Dwelling must be decommissioned no later than thirty (30) days after the occupancy of a new permanent Dwelling on a legally platted lot. Decommissioning may include removal of the Temporary Dwelling RV, or change of use to a stored RV, including disconnecting from a septic system. A site inspection by a Town official will be held to verify the decommissioning of the Temporary Dwelling.