

Fairfield Town

Established in 1855 Incorporated in 2004

103 East Center Street
Fairfield Utah

Application for Commercial Business License

Thank you for your interest in opening a business in Fairfield. Please review the complete packet before submitting your application, as it contains information needed to operate a business in Fairfield. Incomplete applications shall be returned.

(Please Print)

Name of Applicant: _____ Phone: _____ Email: _____
Address: _____

Business Owner(s) Name: _____ Phone: _____ Email: _____
Street Address: _____

Business Status (*check all that apply*): New Business: ___ Location Change: ___ Name Change: ___
New Owner: DBA: ___ Sole Proprietor: ___ LLC: ___ Corporation: ___ Non Profit: ___ Partnership: ___

(Business licenses shall not be transferred from one person to another. (Town Code 3.3.110 (A)).

Business Name: _____ DBA: _____
Application Date: _____ Tentative Opening Date: _____
Registration #: _____ Sales Tax #: _____ EIN/Fed Tax #: _____
Ut. County Assessor Personal Property form completed: Yes: _____ (Attach copy) No: _____
Zone: _____ Parcel #: _____ Lot Size: _____

Business Physical Address: _____
Primary Business Phone: _____ Primary Business Email: _____
Business Mailing Address: _____

Hours/Days of Operation: (*Circle one*) S M T W Th F S
Type of Business: General (Commercial) Services _____ Dining _____ Health/Medical _____
Shopping _____ Education _____ Temporary/Seasonal* _____ Solicitor's license _____
Other _____

Description of Business:

Describe Any Outside Storage:

Details of Business:

- 1. Number of employees: _____
- 2. Gross Floor Area: _____ square feet (Provide a floor plan if exceeds 1,000 sq ft)
- 3. Is this a newly constructed building or an individual tenant improvement?
Yes: _____ No: _____
- 4. If No, what was the prior use of the building/space?

- 5. Building Permit Number (if new construction, addition, or remodel): _____
- 6. Are there additional businesses within the building? Yes: _____ No: _____
- 7. Will there be any changes/additions to existing signage? Yes: _____ No: _____
- 8. Is the Master Site Plan approved? Yes: _____ No: _____ (Attach Site Plan)
- 9. Conditional Use Permit Approved? Yes: _____ No: _____ By: _____
- 10. Copies of any permits required for your business. (attach copies to application)

Emergency Information

In the event of an emergency, the information you provide helps us contact you. The first contact person should respond to the business quickly and have the necessary keys or alarm codes to enter the building.

1st Contact: Name: _____: Owner___ Manager ___ Employee_____
Phone: _____ Address: _____

2nd Contact: Name: _____: Owner___ Manager ___ E mployee_____
Phone: _____ Address: _____

Security alarm system: Yes _____ No_____. If yes, list alarm company’s name and phone number:
Name: _____ Phone: _____

Is this building equipped with a fire sprinkler system or fire alarm system? Yes: _____ No: _____

Have you previously operated a business in Fairfield Town? Yes: _____ No: _____
If Yes, business name: _____Year(s) operated: from _____ to _____
Address: _____

Applicant’s Agreement

These forms, including any supplemental applications, are for a business license. The actual license will be issued only when the applicant complies with all local, state, and federal building codes and all inspections are completed and approved by the necessary Town departments. It is unlawful for anyone to engage in business within the Town without first obtaining a license. (Town Code 3.1.20).

I, the undersigned, hereby agree to conduct said business strictly in accordance with all Fairfield Town codes governing such business and swear under penalty of law that the information contained herein is complete, truthful, and accurate to the best of my knowledge and current belief. I understand that falsifying any information on this application is grounds for denial and/or revocation of this license, which shall be valid from July 1st to June 30th and must be renewed annually to remain valid. Suppose the renewal fee and any disproportionate fee due are not

paid within 45 days of expiration. In that case, a penalty fee of 25% of the total amount due shall be imposed and shall become part of the license fee.

Applicant's signature: _____ Date: _____

Acknowledgment of Public Information

I, the undersigned, do hereby acknowledge that the information contained in this application is public information.

Signature of Authorized Applicant/Owner: _____ Date: _____

Commercial Business Performance Standards Checklist

Section 10.11.225. Commercial Overlay Zone.

A. Purpose. The purpose of the Commercial Overlay Zone is to provide for commercial businesses, professional offices, and shopping centers that will serve neighborhood, community, and regional shopping demands while also providing other commercial opportunities which are reasonably separated or buffered from residential development but allow residential development within the Commercial Overlay Zone.

B. Prohibited Uses. Any use not specifically permitted in this chapter shall be prohibited.

C. Commercial Overlay Area. Starting at the southwest boundary of Fairfield Town running parallel with and adjoining to Highway 73, the width of three hundred (300) feet on each adjacent side, starting at property owners boundary line to the end point of Fairfield Towns' northern boundary line. If a parcel of land has been declared commercial, it can no longer be used as residential.

E. Area Requirements. Lots or parcels in the Commercial Overlay Zone shall be of sufficient size to assure compliance with the Fairfield Town parking, landscaping, utilities, site plan and other land development regulations that may govern all or a portion of each project.

F. Master Site Plan Required. All developments in this zone are required to submit a master site plan that includes maps and descriptions of construction, landscaping, Health Department requirements, and uses.

G. Storm Water. All stormwater must be retained on-site in accordance with an engineered plan.

H. Garbage. The yards around buildings shall be kept in compliance with the Town Nuisance Ordinance.

I. Minimum Lot Size/Water Requirement. A ten (10) acre minimum lot size is required for any lot not connected to an approved municipal culinary water system.

J. Frontage Requirement. For adequate access by emergency vehicles and local occupants, the frontage of each lot shall be a minimum of one hundred and sixty-five (165) ft. and shall abut an official State, County, or Fairfield Town road which has been paved under the direction of the unit government having jurisdiction and from which frontage gains vehicle and pedestrian access exclusively and entirely across the subject lot.

K. Setback Requirements.

The following setback requirements are intended to describe the amount of space required between buildings and property lines. All buildings in this Commercial Overlay Zone, including accessory buildings, are required to maintain a minimum distance from property lines as set forth below. Conditional uses may require greater setbacks so as to prevent a nuisance as determined by the Town Council:

1. Front Setbacks. Front setbacks will be determined by the size of building, landscape, and parking requirements. The Town Council, in consideration of a prior recommendation by the Planning Commission, may increase or decrease this if, in its judgment, the changes comply with the following:

- a. Does not interfere with the use, enjoyment, and character of adjacent properties;
- b. The success of the business necessitates a specific setback, proven by data or research;
- c. Additional setback is not solely to provide space for parking between the building and the street; and
- d. Topography or natural features make it impossible or impracticable to place the building within the setback.

2. Sides and Rear Setbacks:

- a. Minimum of ten (10) feet; and
- b. The Town Council, in consideration of a prior recommendation by the Planning Commission, may increase or decrease this if, in its judgment, the changes comply with the following:
 - i. Does not interfere with the use, enjoyment, and character of adjacent properties;
 - ii. The success of the business necessitates a specific setback, proven by data or research;
 - iii. Additional setback is not solely to provide space for parking between the building and the street; and
 - iv. Topography or natural features make it impossible or impracticable to place the building within the setback.

3. Other General Setback Requirements. In addition to the specific setback requirements noted above:

- a. No building shall be closer than ten (10) feet to any neighboring private road or driveway; and
- b. Exceptions may be made for any part of the building that may contain an approved drive-up window;

4. Setbacks for Accessory Building:

- a. Minimum of six (6) feet from the parcel property line; and
- b. Additional setbacks will be determined by fire and building code.

L. UDOT Requirements. Any building lot adjacent to any State road must comply with all UDOT requirements. Applicants will contact the Region 3 permitting office to schedule a pre-application coordination meeting before applying for a permit. Additional information can be found online at www.udot.utah.gov, 'Doing Business,' UDOT Permits.

M. Building Height. No building in this zone shall be over two stories with a maximum height restriction of forty-five (45) feet.

N. Permitted Uses. The following land uses shall be permitted uses in the Commercial Overlay Zone. Any use not specifically permitted in this chapter shall be prohibited:

- 1. Accessory Structure see Rev. ord. 03142023-2, passed 03-14-2023.
- 2. Car Wash Facilities.
- 3. Auto Fueling Convenience Store.
- 4. Convenience Store; Sale of Goods.
- 5. Farm Equipment Sales.
- 6. Nursery.

7. Warehouse Space With Offices.

O. Conditional Uses.

1. Home Based Business.

***All proposed signage (permanent or temporary) shall meet the Fairfield Town Code 10.21

***All commercial spaces that have been remodeled are subject to a preoccupation inspection by the Building Department. ***

I have read the above Commercial Business Performance Standards Checklist referenced in Title 10.11.225 of the Municipal Code, and I understand and will comply with the Home Business Chapter. Any violation(s) of this ordinance can result in the revoking of my Home Business License.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

Office Use Only:

Building Department: Approved: __ Denied: __ By: _____ Date: _____

Fire Department: Approved: __ Denied: __ By: _____ Date: _____

Site Plan Approved By: _____

Utah County Health Department Approval? Yes: ___ No: ___ (Attach approval certificate)

Conditional Use Permit Required? Yes: ___ No: ___. If Yes, application Approved: ___ Denied: ___

Planning Commission: Approved : _____ Denied: _____ Date: _____

Approval Authority: Name: _____ Signature: _____

Town Council: Approved: _____ Denied: _____ Date: _____

Approval Authority: Name: _____ Signature: _____

Comments: _____

Business License Fee: _____ Fire Inspection Fee: _____ Total Due: _____

Paid:\$ _____ Check #: _____ Receipt #: _____ License #: _____ Date: _____