



**PRE-APPLICATION MINERAL EXTRACTION
PERMIT CONFERENCE
REQUEST FORM**

***Applicant:** Use this form to request a Pre-Application Conference with the Development Services Department for Mineral Extraction Permit applications. Pre-Application Conferences are required by ordinance for any Class 2 or Class 3 mineral extraction operation in Gem County. Your requested meeting will be confirmed within 3 days of submittal. The attached checklist and 1 copy of a concept plan must be submitted with this form. No meeting will be scheduled until all required information is complete.*

Project Name: _____

Applicant/Contact Information:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Site Information:

Township: _____ **Range:** _____ **Section:** _____ **¼ Section:** _____

Assessor Parcel #: _____

Total Acres: _____

Acreage of Proposed Excavation Area: _____

Current Zoning: _____

Type of Application: **Class 2 Permit (up to 10 excavated acres)**

Class 3 Permit (over 10 excavated acres)

Please list all persons who will attend the pre-application conference:

Specific questions and/or issues you would like addressed at the meeting: _____



MINERAL EXTRACTION PRE-APPLICATION CHECKLIST
(Use this checklist PRIOR TO submittal of a Mineral Extraction Special Use Permit Application)

PURPOSE: Per GCC 11-6-5.0.5, prior to the submittal of any mineral extraction permit application, the applicant shall have completed a pre-application conference.

		REQUIREMENT	Staff Use Only
√			Complete
		Submit items listed under A-D below:	
	A	Pre-Application Conference Request Form	
	B	Proof of Ownership (Warranty Deed) – If deed describes more than one tract, specify which tract is being proposed in the space below.	
	C	Concept Plan, including:	
		1. Vicinity Map (Must show all properties within ½ mile)	
		2. Adjacent Property Map (May be combined with Vicinity Map)	
		a. Existing buildings	
		b. Existing roads	
		c. Irrigation facilities	
		d. Other key natural features (eg. creeks, slopes)	
		3. Site Plan <u>11”x 17” copy</u> (May be combined with Vicinity Map)	
		a. Existing buildings	
		b. Existing and Proposed Roads	
		c. Irrigation facilities	
		d. Other key natural features (i.e. hillsides)	
		e. Existing well(s) and septic drainfields	
		f. All Waterways	
		g. Floodplain	
		h. Wetlands	
	D	Items to be reviewed at conference shall include, but are not limited to:	
		1. The application process	
		2. Overall feasibility of proposal	

			3. Comprehensive Plan Designation	
			4. Conformity with Zoning Ordinance	
			5. Potential on site/off site improvements and/or mitigation	
		E	Administrator provides applicant with written "Notice To Proceed"	

Pre-Application Meeting Notes:

- 1. Application Process:**

- 2. Comprehensive Plan:**

- 3. Zoning Ordinance:**

- 4. Fire:**

- 5. Groundwater and Surface Water:**

- 6. Other:**