



# Routine & Uncontested Matter

OFFICE USE ONLY

Petition No.

Date Received:

Reviewed By:

Type of Request:

Address of Subject Property:

Project Name:

Name of Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

Applicant's Interest in Subject Property:

Name of Property Owner:

Phone:

E-mail Address of Property Owner:

Cell/Fax:

County Tax ("Sidwell #"):

Zoning:

### Please include with the application:

1. A completed Property Owner's Consent Form with all appropriate signatures. (See attached).  
If all required signatures are obtained, the Zoning Administrator will approve, approve with conditions, deny, or refer the application to the Board of Adjustment to be considered as a Special Exception.  
If all required signatures are not obtained, the Zoning Administrator will refer the application to the Board of Adjustment to be considered as a Special Exception.
2. A description of your proposed construction and specifically how it would not meet the Zoning ordinance.
3. A site plan drawn to scale at a minimum 1:20 showing the following:
 

a. Actual dimensions of the lot	e. Driveways	h. Parking spaces
b. Safety curbs	f. Landscaping	i. Location of trash receptacles
c. Drainage features	g. Other information, as required by the Zoning Administrator	
d. Sizes and location of all existing and proposed buildings or other structures.		
4. An elevation plan, drawn to scale.
5. **Filing fee of \$110.74, due at time of application. An additional fee of \$100.00 is required for Special Exception Review, for a total of \$221.48**

If you have any questions regarding the requirements of this petition, please contact Salt Lake City Building Services (801) 535-7700 prior to submitting the petition.

### File the complete application at:

Salt Lake City Building Services  
PO Box 145471,451 South State  
Street, Room 215  
Salt Lake City, UT 84114  
Telephone: (801) 535-7700

**Notice:** Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

Signature of Property Owner \_\_\_\_\_  
*Or authorized agent*

