

Date of Application: _____

APPLICATION FOR COMMERCIAL LEASE AGREEMENT

THIS SECTION TO BE FILLED OUT BY PROPERTY OWNER

NAME: _____

TELEPHONE NO. _____

PROPERTY ADDRESS: _____

SIDWELL NUMBER: _____

CITY, STATE, ZIP CODE _____

FEDERAL TAX ID NUMBER
(if property is owned by a business entity)

LEGAL DESCRIPTION OF PROPERTY ATTACHED:

Description of use of Property (Must be submitted at the time of application)
(attach a dimensional site plan & elevation drawing to scale on 8 1/2 x 11 paper)

THIS SECTION TO BE FILLED OUT BY DRT (DEVELOPMENT REVIEW TEAM)

Conditions Determined by Development Review Team:

Zoning:	_____	Date: _____	Approved _____	Denied _____
Publ. Util:	_____	Date: _____	Approved _____	Denied _____
Engineering:	_____	Date: _____	Approved _____	Denied _____
Transportation:	_____	Date: _____	Approved _____	Denied _____

THIS SECTION TO BE FILLED OUT BY PROPERTY MANAGEMENT

- Petition Letter** (states what applicant is asking the City's permission for, location of property & work being done)
- DRT Signed off**
- Drawings (2)** (with details and dimensional site plan on 8 1/2 x 11 sheet of paper)
- Certificate of Insurance**
- Concurrence Letter**
- Supplier Registration form**
- Paid \$25 Application fee - (NON-REFUNDABLE)**
- Paid \$10 Recording fee** (note: \$1 additional for ea. Lot listed on parcel description)
- Initial Lease Payment Paid in Advance**
- OKAY to Issue Permit: Property Management has all documents on file**
- Okay to issue Permit: Subject to _____**

Petition Number _____

Checked By _____

Date _____

PETITION PROCESS

1. APPLICATION PROCESS:

Petitioner must fill out one of the following: (1) "Application for Residential Revocable Permit" (2) "Application for Commercial Revocable Permit" (3) "Application for Commercial Lease". The application must include the following: (1) a letter stating; why the "Permit" is needed, the location of property and the type of work to be done, (2) two copies of detailed site plans, drawn to scale on a 8 1/2" x 11" sheet of paper, (showing all existing improvements [site & buildings], and showing proposed improvements effecting the public right-of-way), (3) a **Certificate of Insurance** ("General Liability") is required for "Commercial Revocable Permit" or "Commercial Lease".

THERE IS A \$25 DOLLAR (NON-REFUNDABLE) APPLICATION FEE FOR ALL PERMITS AND AGREEMENTS. Payments are to be in the form of a money order or certified check. Payable to: **Salt Lake City Corporation**, for applications and agreements. There is a \$10.00 (an additional fee of \$1 is charged for each lot listed in the parcel description) recording fee with the County, Payable to: **Salt Lake County Recorder**. Both are payable upon the DRT's approval and submittal to Property Management. All other fees are due upon submittal of final documents.

Examples of encroachments allowed in the public right-of-way include; fencing, retaining walls, steps, handicapped ramps, handrails, landscaping, decorative boxes, vaults, and minor building projections.

2. REVIEW PROCESS:

The Development Review Team (DRT) made up of representatives from Zoning, Transportation, Engineering and Public Utilities meet at least four times per week to review petition requests and make recommendation based on location and design criteria. Petitioner must schedule an appointment with them in room 215.

3. RECOMMENDATION PROCESS:

Deny	Approve
<ul style="list-style-type: none">• DRT chair calls petitioner and informs them of denial.• Petition becomes invalid.• DRT forwards the original Application to City Recorder for filing.	<ul style="list-style-type: none">• Application approved & signed by DRT.• May require Permit to Work in Right-of-way.• May require review/approval by UBC Plans Examiner.• May require field inspection for compliance prior to final Lease issued.• Application is forwarded to Property Management to prepare Commercial Lease.

4. COMMERCIAL LEASE PREPARATION PROCESS:

Property Management will:

- Receive the application after the DRT team has signed off on all areas.
- Collect all fees and prepare the Lease Agreement.

Property Owner must:

- Complete the Supplier Registration form.
- Provide a Certificate of Insurance (for "Commercial" Leases).
- Pay all the fees at time of Application.
- Sign the Lease Agreement (Must be notarized).

Property Management will:

- Enter the Lease Agreement on CAMP (CAMP number will be used as the petition number for future reference).

CAMP Review by City Departments prior to City signature:

- Accounting – verify if funding encumbrance is required.
- Attorney – approve as-to-form.
- Signatory Authority – sign Lease on behalf of the City.
- City Recorder's Office – activate Lease on CAMP.
- Record a Memorandum of Agreement with Salt Lake County Recorder's Office.
- Send copies of the executed Lease Agreement and recorded Memorandum to Petitioner.