



Land Use Planning Application

Zoning Administration:

- Administrative Interpretation
- Alternative Parking
- Appeal of an Administrative Decision
- Determination of Nonconforming Use
- Home Daycare or Preschool
- Newspaper Dispensers
- Outside Dining in Required Yard Areas
- Rebuild Letter
- Routine & Uncontested Home Occupation
- Routine & Uncontested Matter
- Special Exception
- Variance

Subdivision and Condominiums:

- Preliminary Condominium: New Conversion
- Subdivision Amendment: Residential Non-Residential
- Preliminary Subdivision Foothills
- Preliminary Subdivision: Residential Non-Residential
- Preliminary Subdivision Minor
- Routine & Uncontested Lot Line Adjustment
- Final Plat
- Subdivision Screening

Planning Commission:

- Alley Vacation or Closure
- Annexation
- Building and Site Design Review
- Conditional Use
- Master Plan Amendment
- Planned Development
- Street Closure
- Street Name Change
- Zoning Amendment: Text Amendment Map Amendment

Historic Landmark Commission:

- HLC: Demolition or Economic Hardship
- HLC: Designation
- HLC: Major Alterations, New Construction, Relocation & Appeal of Administrative Decision
- HLC: Minor Alterations

Description of Proposed Project:

(Include type of development, number of residential units, parcel size, square feet of building area, etc. (Attach additional sheet if necessary))

Name of Project and Property Address:

Applicant name:

Phone:

Address:

E-mail address:

Cell/Fax:

Property owner(s) name:

Phone:

Property owner (s) signature

Date:

E-mail address:

Cell/Fax:

County Tax ID ("Sidwell #") for all properties involved:

Fees

Permit Fee _____

Verified By _____

Date Received _____

Received by _____

Project Number _____

Assigned to _____

Subdivision Amendment Residential and Non-Residential Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the boundaries of the subject property together with each proposed lot(s)	1
<input type="checkbox"/> One (1) 11"x17" copy of plat drawings	1
<input type="checkbox"/> Ten (10) copies of complete preliminary drawings showing land to be subdivided, properly and accurately drawn to scale at a minimum of 1:20, certified as accurate by a Registered Land Surveyor or Professional Engineer	10
<input type="checkbox"/> Filing Fee \$332.22. \$110.74 will be charged for each additional lot created. For consolidations, this fee will be charged for the number of lots over one (1) that remain and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

Notice: Additional information may be required by the planner to adequately provide for staff analysis.

Applicant Certification

I _____, applicant (or representative of the applicant) for this planning application, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Salt Lake City Buzz Center in the application form for this application request.

Date

Signature

File the Complete application at:
Salt Lake City Buzz Center
451 South State Street, Room 215
PO Box 14571
Telephone: (801) 535-7700

Preliminary Condominium New & Conversion Requirements

<input type="checkbox"/> Application Form	1
<input type="checkbox"/> If the condominium proposal is a conversion, please include a property report responsive to Section 18.32.050 of the Salt Lake City Code. Also provide the names and addresses of tenants of the building, and proof that they have been notified of the owner's intent to convert the building into condominiums	1
<input type="checkbox"/> Two (2) copies of proposed bylaws governing the long term maintenance of building	2
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage.	
<input type="checkbox"/> Ten (10) copies of a preliminary survey drawn to scale at a minimum 1:20. The plat must be accurately drawn to scale, certified as accurate by a Registered Land Surveyor or Professional Engineer	10
<input type="checkbox"/> Filing fee \$442.96 plus \$33.32 per unit and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Final Plat (For use with all condominiums, Subdivision Amendments, Major Subdivisions (Over 30 lots), and some minor process subdivisions

Application Form	1
Title report, current within two weeks	1
One (1) 11"x17" (reduced) copy of the plat	1
Ten (10) final plat drawings (complete set if multiple sheets)	10
Filing Fee - See below:	1
Condominium \$332.22 plus \$22.15 per lot	1
Subdivisions \$664.44 plus \$110.74 per lot	1
Subdivisions (30 lots or more) \$1,107.40 plus \$110.74 per lot	1
Subdivisions within FR & FP zones \$664.44 plus \$166.11 per lot	1

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Preliminary Subdivision Foothills Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the boundaries of the subject property together with each proposed lot(s)	1
<input type="checkbox"/> One (1) 11"x17" (reduced) copy of plat drawings	1
<input type="checkbox"/> Ten (10) copies of complete preliminary drawings showing land to be subdivided, properly and accurately drawn to scale at a minimum of 1:20, certified as accurate by a Registered Land Surveyor or Professional Engineer	10
<input type="checkbox"/> Filing Fee \$332.22. \$110.74 will be charged for each additional lot created. For consolidations, this fee will be charged for the number of lots over one (1) that remain and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Preliminary Subdivision Residential and Non-Residential Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the boundaries of the subject property together with each proposed lot(s)	1
<input type="checkbox"/> One (1) 11"x17" (reduced) copy of plat drawings	1
<input type="checkbox"/> Ten (10) copies of complete preliminary drawings showing land to be subdivided, properly and accurately drawn to scale at a minimum of 1:20, certified as accurate by a Registered Land Surveyor or Professional Engineer	10
<input type="checkbox"/> Filing Fee \$332.22. \$110.74 will be charged for each additional lot created. For consolidations, this fee will be charged for the number of lots over one (1) that remain and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Preliminary Subdivision Minor Process Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the boundaries of the subject property together with each proposed lot(s)	1
<input type="checkbox"/> One (1) 11"x17" (reduced) copy of plat drawings	1
<input type="checkbox"/> Ten (10) copies of complete preliminary drawings showing land to be subdivided, properly and accurately drawn to scale at a minimum of 1:20, certified as accurate by a Registered Land Surveyor or Professional Engineer	10
<input type="checkbox"/> Filing Fee \$332.22. \$110.74 will be charged for each additional lot created. For consolidations, this fee will be charged for the number of lots over one (1) that remain and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Routine & Uncontested Lot Line Adjustment Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the boundaries of the subject property together with each proposed lot(s)	1
<input type="checkbox"/> Consent Form	1
<input type="checkbox"/> Six (6) copies of complete preliminary drawings showing land to be subdivided, properly and accurately drawn to scale at a minimum of 1:20, certified as accurate by a Registered Land Surveyor or Professional Engineer	6
<input type="checkbox"/> Filing Fee \$221.48	1

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Subdivision Screening Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Property Parcel Sidwell tax I.D. Number	1
<input type="checkbox"/> Site Plan development proposal	1
<input type="checkbox"/> Salt Lake County, property parcel history screen print out, if necessary	1
<input type="checkbox"/> ALTA survey of the property, if necessary	1

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Zoning Administration Requirements

Administrative Interpretation Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Provisions and section of the Zoning Ordinance for which an interpretation is sought	1
<input type="checkbox"/> The facts of the specific situation giving rise to the request for an interpretation	1
<input type="checkbox"/> The precise interpretation claimed by the applicant to be correct	1
<input type="checkbox"/> When a use interpretation is sought: (a) State what use classification you think is most similar to your proposed use. (b) Provide a complete description of your proposed use and how you feel it will be compatible with the zoning district. Include any documents or information that feel would be helpful in making an interpretation	1
<input type="checkbox"/> Filing Fee \$55.37. An additional \$55.37 per hour will be applied to cost for research exceeding the first hour	1

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Zoning Administration Requirements

Alternative Parking Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan drawn to scale at a minimum 1:20 showing the following: Dimensions of the subject lot, parking spaces, landscaping, driveways, safety curbs, location of trash receptacles, size and locations of all existing and proposed buildings or other structures	1
<input type="checkbox"/> For a unique non-residential use or intensified parking re-use request, provide a professional prepared parking study	1
<input type="checkbox"/> A professional prepared traffic impact study if required by the Zoning Administrator	1
<input type="checkbox"/> One 11x17 inch reduced copy of each plan and elevation drawing	1
<input type="checkbox"/> Filing Fee \$332.22 for residential; \$609.07 nonresidential and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Zoning Administration Requirements

Appeal of an Administrative Decision Application

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Governing ordinance or statute: Please cite the applicable ordinance number(s) and give a brief description of what it says (attach additional sheets if necessary)	1
<input type="checkbox"/> Administrative interpretation: Please describe the decision made by the City official	1
<input type="checkbox"/> Claim of Appellant: Please state why you feel the ordinance should be interpreted differently	1
<input type="checkbox"/> Site plan, building floor plans, and building elevation, if necessary.	1
<input type="checkbox"/> Filing Fee \$221.48 and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Zoning Administration Requirements

Determination of Nonconforming Use Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> All evidence to support a continuation of the existing use	1
<input type="checkbox"/> If the existing use is nonresidential, attach copies of all business licenses relating to the subject property	1
<input type="checkbox"/> A chronology of all uses on the subject property from the time the existing use began to the date of this application	1
<input type="checkbox"/> A description of the determination or modification of existing use that is being requested	1
<input type="checkbox"/> Filing Fee \$166.11 and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Zoning Administration Requirements

Home Daycare or Preschool

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Number of children attending the Home Day Care or Home Preschool and number of employees/staff	1
<input type="checkbox"/> Total number to be on the premises daily	1
<input type="checkbox"/> Expected maximum number to be on the premises at any given time	1
<input type="checkbox"/> Proof of appropriate licensing from the State of Utah, where applicable, or basis upon which exemption there from is claimed	1
<input type="checkbox"/> Proof of appropriate licensing from the State of Utah, where applicable, or basis upon which exemption there from is claimed	1
<input type="checkbox"/> Consent Form	1
<input type="checkbox"/> Filing Fee \$110.74 and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Zoning Administration Requirements

Newspaper Dispenser

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A map showing locations of existing and proposed dispensers (A map of the ECBD is attached). List all proposed dispensers locations and any location changes	1
<input type="checkbox"/> A list providing approximate address and location of all dispensers	1
<input type="checkbox"/> Elevation drawings showing height, width, and color of each dispenser type	1
<input type="checkbox"/> A copy of Certificate of Insurance or proof of financial liability to be approved by the City Risk Manager	1
<input type="checkbox"/> Filing Fees: The required fee for each approved dispenser is \$5.00	1

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Zoning Administration Requirements

Outside Dining in Required Yard Areas Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A complete neighbor consent form with all appropriate signatures	1
<input type="checkbox"/> Evidence that the proposed outside dining is in conjunction with and incidental to an indoor restaurant	1
<input type="checkbox"/> Evidence that all the proposed dining activities will be conducted on private property and that none of the activities will occur on any public right-of-way unless separate approval for the use of any such public rights-of-way has been obtained by the city	1
<input type="checkbox"/> A site plan showing property lines, public rights-of-way, parking area(s) with ingress and egress, location of outdoor dining area and location of buildings, paving, landscaping, planters, fencing, canopies, umbrellas or other table covers or barriers surrounding the area	1
<input type="checkbox"/> Filing Fee \$110.74	1

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Zoning Administration Requirements

Rebuild Letter

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Address of subject property and applicant's interest in the subject property	1
<input type="checkbox"/> Address the letter to:	1
<input type="checkbox"/> Filing Fee \$55.37	1

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Zoning Administration Requirements

Routine & Uncontested Home Occupation

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A complete description of the proposed home occupation	1
<input type="checkbox"/> A listing of all individuals at the home who will be working on this business	1
<input type="checkbox"/> The number of clients per hour/day	1
<input type="checkbox"/> Expected hours of operation	1
<input type="checkbox"/> Consent Form	
<input type="checkbox"/> Filing Fee \$110.74	1

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Zoning Administration Requirements

Routine & Uncontested Matter

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan drawn to scale at a minimum 1:20 showing the following: Dimensions of the subject lot, parking spaces, landscaping, driveways, safety curbs, location of trash receptacles, size and locations of all existing and proposed buildings or other structures	1
<input type="checkbox"/> An elevation plan drawn to scale showing all elevations of existing and proposed structures	1
<input type="checkbox"/> A description of your proposed construction	1
<input type="checkbox"/> Consent Form	1
<input type="checkbox"/> Filing Fee \$110.74	1

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Zoning Administration Requirements

Special Exception

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan drawn to scale at a minimum 1:20 showing the following: Dimensions of the subject lot, parking spaces, landscaping, driveways, safety curbs, location of trash receptacles, size and locations of all existing and proposed buildings or other structures	1
<input type="checkbox"/> An elevation drawing to scale showing all elevations of existing and proposed structures	1
<input type="checkbox"/> A professional prepared traffic impact study if required by the Zoning Administrator	1
<input type="checkbox"/> One 11x17 inch reduced copy of each plan and elevation drawing	1
<input type="checkbox"/> Filing Fee \$221.48 and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Zoning Administration Requirements

Variance

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<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan drawn to scale at a minimum 1:20 showing the following: Dimensions of the subject lot, parking spaces, landscaping, driveways, safety curbs, location of trash receptacles, size and locations of all existing and proposed buildings or other structures	1
<input type="checkbox"/> An elevation drawing to scale showing all elevations of existing and proposed structures	1
<input type="checkbox"/> A professional prepared traffic impact study if required by the Zoning Administrator	1
<input type="checkbox"/> One 11x17 inch reduced copy of each plan and elevation drawing	1
<input type="checkbox"/> Filing Fee \$221.48 and the cost of first class postage for each address is due at time of application. Please do not provide postage	1

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Planning Commission Requirements

Alley Vacation or Closure Application Require-

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Name, address and signatures of all owners of property abutting the subject alley who support the petition. Property owners must sign (not occupants who rent) and the petition must include the signatures of no less than 80 percent of the abutting property owners	1
<input type="checkbox"/> A property ownership map (Sidwell Map) showing the area of the subject alley. On the map please (1) highlight the subject alley (2) indicate with a colored circle or dot, the property owners who support the petition	1
<input type="checkbox"/> A legal description of the subject alley may be required	1
<input type="checkbox"/> If applicable , a signed, notarized statement of consent from property owner authorizing applicant to act as an agent	1
<input type="checkbox"/> Filing Fee \$221.48	1

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Planning Commission Requirements

Annexation Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form. Completed "Petition" for Annexation into the Corporate Limits of Salt Lake City	1
<input type="checkbox"/> Three (3) copies of the Annexation plat. The plat shall contain a complete legal description and total acreage of the area proposed for annexation and shall be prepared by a licensed land surveyor	3
<input type="checkbox"/> A current property plat (sidwell Map). Plat may be obtained from the Salt Lake County Recorder's Office, 2001 South State Street, Room N-1600	1
<input type="checkbox"/> If a development is proposed, please attach a site plan of the proposed development	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee \$1107.84	1

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Planning Commission Requirements

Building and Site Design Review Application Re-

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Site Plan, Floor Plan, Elevation Plan	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	1
<input type="checkbox"/> Filing Fee \$664.44	1

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Planning Commission Requirements

Conditional Use Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the subject property	1
<input type="checkbox"/> Ten (10) copies of a preliminary site development plan, floor plan, elevation drawings, and sign plans prepared according to the attached guidelines	10
<input type="checkbox"/> If applicable , a signed, notarized statement of consent from property owner authorizing applicant to act as an agent	1
<input type="checkbox"/> Filing Fee \$664.44 plus \$110.74 per acre in excess of one acre	1

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Planning Commission Requirements

Master Plan Amendment Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A statement declaring the purpose for the amendment and the exact language. Include proposed boundaries, master plan area, and/or zoning district changes	1
<input type="checkbox"/> A copy of the Sidwell Map(s) that cover subject area and list of affected properties Sidwell Numbers	1
<input type="checkbox"/> If applicable , a signed, notarized statement of consent from property owner authorizing applicant to act as an agent	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee \$830.55, plus \$110.74 for each acre over one acre	1

Notice: Additional information may be required by the planner to adequately provide for staff analysis.

Applicant Certification

I _____, applicant (or representative of the applicant) for this planning application, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Salt Lake City Buzz Center in the application form for this application request.

Date

Signature

File the Complete application at:
Salt Lake City Buzz Center
451 South State Street, Room 215
PO Box 14571
Telephone: (801) 535-7700

Planning Commission Requirements

Planned Development Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A legal description of the subject property	1
<input type="checkbox"/> A vicinity map, drawn to scale, showing zoning districts and current uses of properties within 200 feet of the subject parcels.	1
<input type="checkbox"/> Ten (10) copies of a preliminary site development plan, floor plan, elevation drawings, and sign plans prepared according to the attached guidelines	10
<input type="checkbox"/> If applicable , a signed, notarized statement of consent from property owner authorizing applicant to act as an agent	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee \$664.44. For residential planned developments, an additional \$27.69 per unit is required. For non-residential developments, and additional \$110.74 per acre in excess of one acre	1

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Planning Commission Requirements

Street Closure Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> A letter explaining why you are requesting this street closure. Include a statement explaining why the street closure is consistent with the proposed public policy. If applicant is not a property owner adjacent to the street, please include the applicant's interest in the request	1
<input type="checkbox"/> The name, address and signatures of all abutting property owners who support the petition. Property owners must sign, not occupant who rent	1
<input type="checkbox"/> A property ownership map (Sidwell Map) showing the area of the proposed street closure. On the map please (1) highlight the section of the street (2) indicate with a list of property owners and write their names on the Sidwell map identifying the property they own	1
<input type="checkbox"/> Filing Fee \$332.22	1

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Planning Commission Requirements

Street Name Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> An explanation of how the requested street name will be compatible with adjacent streets location, historical character, or theme	1
<input type="checkbox"/> Written proof of notification of affected utility companies, the State Department of Transportation (if the name change affects a State road), and the U.S. Post Office	1
<input type="checkbox"/> The name, address and signatures of all abutting property owners who support the petition. Property owners must sign, not occupant who rent	1
<input type="checkbox"/> A property ownership map (Sidwell Map) showing the location of the street . On the map please (1) highlight the street (2) write the name of the property owner on the Sidwell map identifying the property owned	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee \$276.85	1

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Planning Commission Requirements

Zoning Amendment (Text and Map) Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Written statement of the text or map amendment describing the purpose for the amendment and the exact language, boundaries and zoning district	1
<input type="checkbox"/> A complete description of the proposed use of the property where appropriate	1
<input type="checkbox"/> Legal description of the property	1
<input type="checkbox"/> Six (6) copies of site plans drawn to scale and one (1) 11x17 inch reduced copy of each plan and elevation drawing	6
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee \$885.92, plus \$110.74 for each acre over one acre	1

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Historic Landmark Commission Requirements

Demolition or Economic Hardship Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Completed worksheet for Economic Hardship	1
<input type="checkbox"/> Recent and historic photographs	1
<input type="checkbox"/> Written explanation for the request	1
<input type="checkbox"/> Research materials to assist the HLC in evaluating the age	1
<input type="checkbox"/> Filing Fee: Demolition (non-contributing) \$27.69; Demolition (contributing structure) \$442.96; Economic Hardship (conditional use process) \$221.48; Economic Hardship (demolition process) \$221.48. The cost of first class postage for each address is due at time of application. Please do not provide postage.	1

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Historic Landmark Commission Requirements

Designation Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Zoning Amendment Application	1
<input type="checkbox"/> Recent and historic photographs, if available, of the neighborhood and/or subject property	1
<input type="checkbox"/> Written explanation for the request	1
<input type="checkbox"/> Research materials to assist the HLC in evaluating the age, integrity, and significance of the property, including (if available): Title search; Building permit card and invoice; Biographical information or obituary for any previous owner; Information about the architect and/ or builder; Completed designation form	1
<input type="checkbox"/> The cost of first class postage for each address is due at time of application. Please do not provide postage	
<input type="checkbox"/> Filing Fee: Consideration of Non-Contributing Status \$27.69; Inclusion on City Register of Cultural Places (Landmark Site) Zoning Amendment \$885.92; Boundary Adjustment of an H Historic Preservation Overlay District - Zoning Amendment \$885.92. The cost of first class postage for each address is due at time of application. Please do not provide postage.	1

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Historic Landmark Commission Requirements

Major Alterations, New Construction, Relocation & Appeals Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Recent and historic photographs of the subject property. Current photographs should include on of each elevation of the structure and close up images of details that are proposed to be altered.	1
<input type="checkbox"/> Site plan, floor plans, elevation plans, materials board, window and door sections	1
<input type="checkbox"/> For Relocations, please include: name and address of mover, new address, proposed reuse of cleared lot and use of structure after moved and an application for new construction	1
<input type="checkbox"/> Filing Fee: Major alteration \$27.69; New Construction, Relocation and Appeal \$221.48. The cost of first class postage for each address is due at time of application. Please do not provide postage.	1

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Historic Landmark Commission Requirements

Minor Alterations Application Requirements

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Written explanation for the request	1
<input type="checkbox"/> Recent historic photographs, if available, of the neighborhood and/or subject property	1
<input type="checkbox"/> Site plan with square footage of existing and proposed building and lot, percentage of lot coverage, setbacks, landscaping, elevations and floor plans, materials board, window and door sections	1
<input type="checkbox"/> Filing Fee \$27.69	1

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Alternative Parking

Alternative parking may be allowed for certain uses to prevent land from being devoted unnecessarily to parking spaces when other parking solutions respond better to the parking needs of the property, the enjoyment of neighboring property rights and the general neighborhood compatibility.

Standards:

Request for Alternative Parking shall comply with the following standards set forth in Section 21A.44.030:

1. That the proposed parking plan will satisfy the anticipated parking demand for the use up to the maximum number specified in table 21A.44.060F, "Schedule Of Minimum Off Street Parking Requirements", of this chapter;
2. That the proposed parking plan does not have a material adverse impact on adjacent or neighboring properties;
3. That the proposed parking plan includes mitigation strategies for any potential impact on adjacent or neighboring properties; and
4. That the proposed alternative parking requirement is consistent with applicable city master plans and is in the best interest of the city.

1. Application

The applicant for an Alternative Parking requirement must also submit:

1. A written statement specifying the Alternative Parking requirement requested and the rationale supporting the application;
2. A professionally prepared parking study for Alternative Parking requirements requested for unique nonresidential uses and intensified parking reuse;
3. A site plan of the entire Alternative Parking property drawn to scale at a minimum of one inch equals thirty feet (1" = 30') showing the proposed parking plan.

2. Additional Information on Application

The applicant shall specify in the application the type of Alternative Parking is being pursued.

1. Leased parking
2. Shared parking
3. Off site parking
4. An employer sponsored employee vanpool
5. An employer sponsored public transportation program

3. Additional Requirements

1. The city transportation engineer may, if it determines that the proposal may have an adverse material impact on traffic, require the applicant to submit a professionally prepared traffic impact study prior to the hearing on the application.

2. The zoning administrator may require a professionally prepared parking study where deemed appropriate for applications for unique residential populations and single room occupancy residential uses.

4. Limitation on Period of Alternative Parking Requirement

1. Alternative parking requirements do not run with the land and are limited to the conditions under which approval is granted.
2. Any material change in the design or use of any building or structure which increases the demand for parking or any material change in the alternative parking provisions from information provided in the original application shall invalidate and nullify any granted alternative parking requirement.
3. The authorization of alternative parking requirement shall survive the sale of the property, and the zoning administrator is authorized to certify such continuation, if the sale makes no material change in the design or use of any building or structure which increases the demand for parking nor makes any material change in the alternative parking provisions from information provided in the original application.

Appeal of Administrative Decision

An administrative decision is defined as: “any order, requirement, decision, determination or interpretation made by the zoning administrator in the administration or the enforcement of this title.” An applicant or any other person or entity adversely affected by an administrative decision may appeal to the Board according to Section 21A.16.

1. Notice of Appeal

1. Notice of appeal shall be filed within thirty (30) days of the administrative decision. The appeal shall be filed with the zoning administrator and shall specify the decision appealed and the reasons the appellant claims the decision to be in error.
2. Some nuances in the legal system may allow for additions to the 30-day time frame.
3. If we are uncertain if an appeal has been filed in a timely manner, we should contact the City Attorney’s Office.
4. Also, an appeal of an administrative decision stays all further proceedings concerning the matter related to the appeal.

2. Application and Fee

Nonrefundable application and hearing fees established pursuant to the fee schedule shall accompany the notice of appeal.

3. Stay of Proceeding

An appeal to the board of adjustment shall stay all further proceedings concerning the matter about which the appealed order, requirement, decision, determination or interpretation was made unless the zoning administrator certifies in writing to the board of adjustment, after the notice of appeal has been filed, that a stay would, in the zoning administrator's opinion, be against the best interest of the city.

4. Public Hearing Notice

Upon receipt of the notice of appeal, the board of adjustment shall give notice and hold a public hearing.

5. Action by the Board of Adjustment

1. Following the hearing, the board of adjustment shall render its decision on the appeal.
2. Such decision may reverse or affirm, wholly or in part, or may modify the administrative decision.
3. The board of adjustment may reverse or materially modify the zoning administrator's or the administrative hearing officer's decision only if at least three (3) members of the board of adjustment vote in favor of such an action.
4. A decision by the board of adjustment shall become effective the date the vote is taken.

6. Notification of Decision

Notification of the decision of the board of adjustment shall be sent by mail to all parties of the proceeding within ten (10) days of the board of adjustment's decision.

Conditional Home Occupation

The purpose of Conditional Home Occupations is to permit the establishment of home occupations in all residential districts and ensure that the home occupations are compatible with the residential district in which they are located and have no negative impact upon the surrounding neighborhood.

Standards:

All home occupations shall comply with the following standards set forth in Section 21A.36.030:

1. The home occupation must be clearly incidental and secondary to the primary use of the dwelling for residential purposes.
2. The area of the residence, used for home occupations shall remain in character with the rest of the home except for such minor alterations necessary to conduct an approved home occupation.
3. The home occupation shall not be conducted in, nor in any way use, the garage, carport, any accessory building or any portion of the yard. A home occupation license to distribute produce grown on the premises for off premises sales may be conducted in the rear yard and include the use of accessory buildings but may not occupy required parking areas.
4. The home occupation work conducted at the residence shall not involve any employees other than persons lawfully living in the residence.
5. The residence must be the principal residence of the applicant.
6. Other than the applicant's personal transportation there shall be no vehicles or equipment stored outdoors, or in a garage or accessory building on the property associated with the home occupation which would not normally be found at a residence.
7. Delivery of merchandise, goods, or equipment, to the site of the home occupation, shall be made by a vehicle typically employed in residential deliveries. No deliveries to the site of the home occupation by semitractor/trailer truck shall be permitted. Loading and deliveries to the site of the home occupation shall be limited to the hours of eight o'clock (8:00) A.M. and six o'clock (6:00) P.M..
8. No mechanical or electrical apparatus, equipment or tools shall be permitted in the home occupation except those which are commonly associated with a residential use or as are customary to home crafts, and which do not exceed 220 volts or which are customary to an approved conditional home occupation.
9. Tools, items, equipment or occupations which are offensive or noxious by reason of the emission of odor, smoke, gas, dust, vibration, magnetic or electrical interference, noise, or other similar impacts extending beyond the property line of the lot where the occupation is located, are prohibited.
10. Stock in trade, inventory or other merchandise shall be allowed to be kept only in the interior space of the dwelling.
11. No outdoor storage is permitted in conjunction with the occupation other than produce for off premises sales.

12. Other than allowed conditional home occupations, no clients or customers shall come to the home nor shall any additional vehicular traffic or parking needs be generated.
13. For conditional home occupations, no more than one client may be served at one time and no more than one place of vehicular parking shall be occupied by a client at any time.
14. The home occupation shall not require any internal alterations, other than those necessary for an approved home occupation, nor any external alterations to the residence, nor provide any visible evidence from the exterior that the building is being used for any other purpose than that of a residence.
15. Only one nonilluminated nameplate, with a maximum sign face, stating the name of the business or occupant and mounted flat against the building, shall be allowed.
16. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
17. No direct sales of products are made from the home whether or not incidental to the home occupation.

1. Application

An application for a Conditional Home Occupation shall include the following:

1. A complete description of the type of business proposed including the location of the storage and operations area for the home occupation.
2. A listing of the individuals at the home who will be working on the business.
3. The expected hours of operation of the business.
4. The expected number of clients per hour and total expected number of clients visiting the home per day.

2. Loss of Home Occupation Use

The zoning administrator may terminate any home occupation use upon making findings that support either or both of the following conclusions:

1. Any of the required licenses or permits necessary for the operation of the business have been revoked or suspended; or
2. Any of the provisions of this title have been violated

Determination of Nonconforming Use

The Board of Adjustment has the authority to determine the existence, expansion or modification of nonconforming use and noncomplying structures pursuant to Section 21A.38. No specific standards of review are found in the Code for these types of determinations, other than the general control language found throughout the chapter.

Most determination requests are the result of an applicant (as well as staff) requesting that the Board determine what a written section of the code specifically means when applied to the requester's case.

Board of Adjustment

If staff is unable to approve a request to expand or modify a nonconforming use or noncomplying structure, an applicant may request a determination from the Board of Adjustment.

Home Daycare or Preschool

“Registered Home Daycare or Preschool” is the use of a principal place of residence to provide educational or daycare opportunities for children under the age of 7 in small groups. The group size at any given time shall not exceed 8 children, including the provider’s own children under the age of 7.

Registered Home Daycare Or Registered Home Preschool may be allowed as an accessory use, in a FR-1/43,560, FR-2/21,780, FR-3/12,000, R-1/12,000, R-1/7,000, R-1/5,000, SR-1, SR-3, R-2, RMF-30, RMF-35, RMF-45, RMF-75, RB, R-MU and RO Districts as a home occupation special exception pursuant to the provisions of Part V, Chapter 21A.52 of the Zoning Ordinance.

Standards:

All residential home daycare or preschools shall be subject to the standards set forth in Section 21A.52.060:

1. The applicant resides at the home in which the business will be conducted;
2. At no time shall the applicant provide home daycare or home preschool services for a group of children exceeding the maximum specified for such facility;
3. The outdoor play area for the home daycare or home preschool shall be located in the rear or side yards of the home for the protection and safety of the children and for the protection of the neighborhood;
4. The use of the home for the services of providing childcare shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character of the home or the neighborhood;
5. The care and supervision of the children shall be conducted in a manner which is not a public nuisance to the neighborhood;
6. There shall be no advertising of such occupation, business or service, no window or other signs or displays;
7. There shall be no employees other than persons lawfully living in the dwelling;
8. There shall be no use of any accessory dwellings for daycare purposes; and
9. There shall be no play or yard equipment located in the front yard.

Newspaper Dispensers

Location Standards:

No news rack shall be located adjacent to any mailbox, post, pole, water feature, art or monument, or adjacent to or within any raised planter, except when pedestrian circulation space between such items and the news rack is not needed and sufficient space for maintenance of such items and news racks is provided, or if the original design of such items specifically provides for news racks in an integrated design feature, or if the city engineer specifies a particular location for placement, or in a manner which unsafely:

1. Impedes or interferes with the reasonable use of a cross walk, display window or building entrance;
2. Impedes or interferes with the reasonable use of any kiosk, bench, trash receptacle, drinking fountain, bicycle rack, driveway, alley, or bus shelter;
3. Interferes with the reasonable use of any fire hydrant, traffic signal box, fire call box, police call box, or other emergency facility;
4. Impairs or interferes with pedestrian traffic;
5. Interferes with or impairs the vision of operators of vehicles at street intersections;
6. Reduces the clear, unimpeded sidewalk width to:
 - Ten feet (10') on sidewalks over twelve feet (12') in width, or
 - Less than three-quarters of the width of the sidewalk on sidewalks less than twelve feet (12'), with a four-foot (4') minimum.

Design Standards:

1. **Height.** As measured from the surface of the sidewalk to the highest point of the news rack, no news rack shall exceed:
 - height of fifty inches (50") when located adjacent to a building or structure, including light poles and similar features, of equal or greater height; or
 - height of five feet (5') when located adjacent to a building stacked with multiple racks; or
 - three feet (3') in other locations
2. **Other Dimensions.** No news rack shall exceed:
 - depth of two feet (2'); and
 - length of two feet (2')
3. **Color.** News racks shall be flat black, or the designated fixture color as part of any special improvement district with an overall street design theme which specifies particular colors. In the event that the design of a special improvement district requires that news racks be enclosed within particular materials or colors, any permitted with news racks within such district shall be notified of the pending requirements and shall comply with them.
4. **Advertising.** News racks shall carry no advertising except a logo or other information identifying the newspaper. This information may be displayed on the news rack limited to a height of six inches (6") and width of thirteen inches (13") on the upper two-thirds of the sides and a height of three inches (3") and width of twenty inches (20") on the bottom one-third of the front.

Anchorage Standards:

News racks shall be anchored to the ground or sidewalk at their site. News racks may not be anchored to trees, posts or poles with chains, rope, cable or otherwise. The permittee shall be responsible for any damage or repairs caused or necessitated by the removal or installation of any news rack to bring the site to its original condition, ordinary wear and tear excepted.

1. Certificate of Insurance

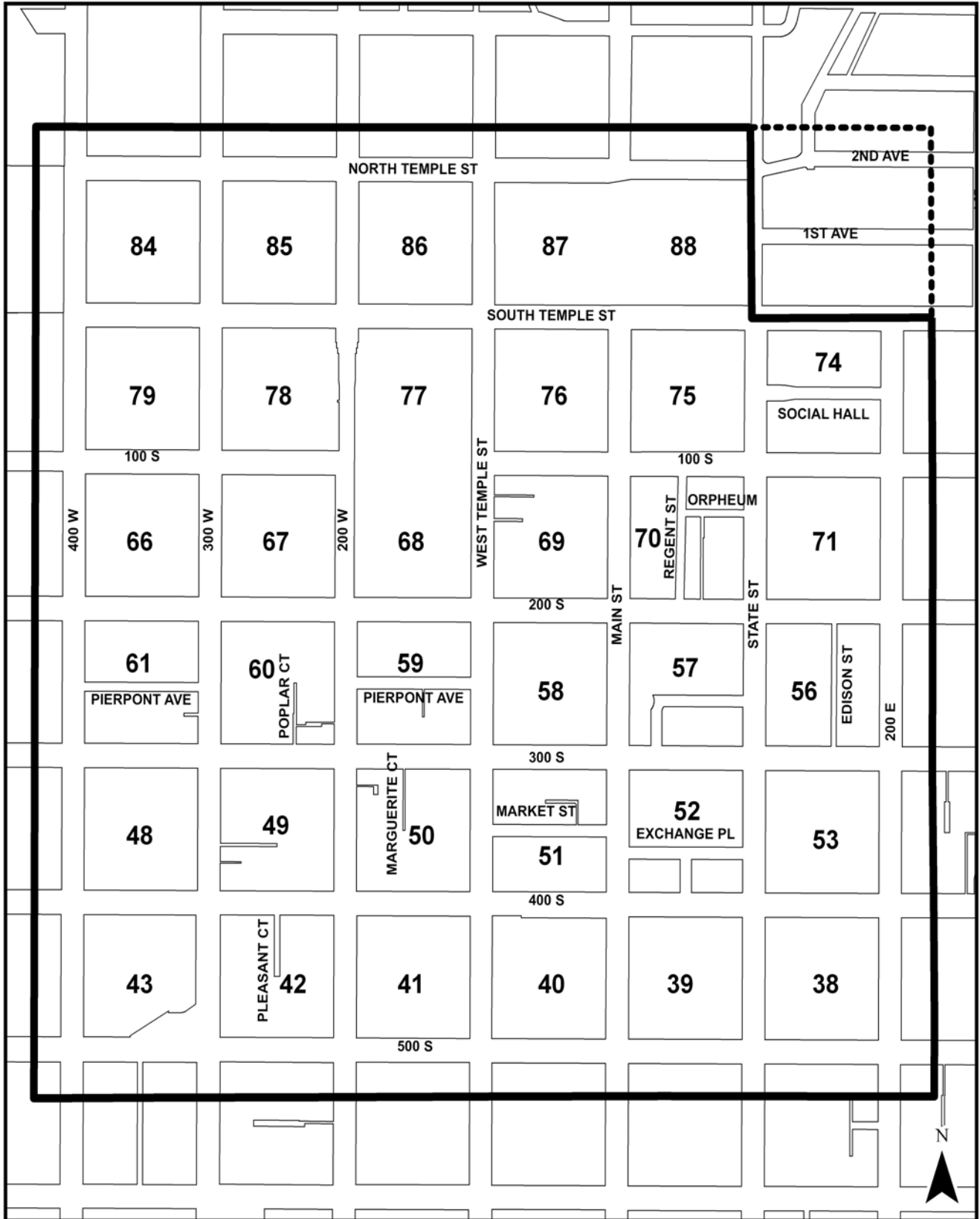
Applicant needs to provide a Certificate of Insurance.

2. Check for Locations

Planner will review the information below and approve the newsrack according to availability on the block, spacing, and cluster. (Salt Lake City does not regulate news racks on private property)

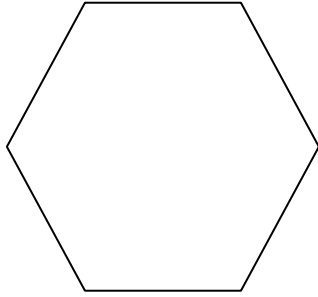
1. Approximate Address of Existing and Proposed Newspaper Dispensers on Public Property within the Extended Central Business District (ECBD).
2. Approximate Address of Existing Newspaper Dispensers Located in KIOSKS within the Extended Central Business District (ECBD)
3. Placement on the map.
4. Placement within each KIOSK on the Attached KIOSK Map

Map of Expanded Central Business District (ECBD)

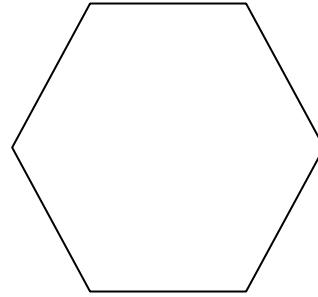


Salt Lake City Main Street Kiosk Map
South Temple

1

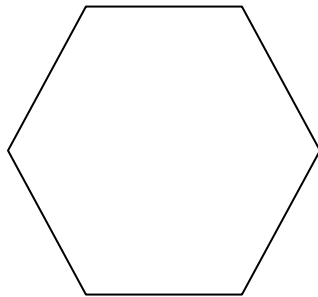


2

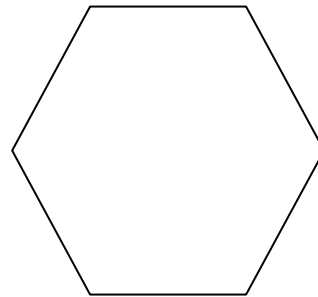


100 South

3

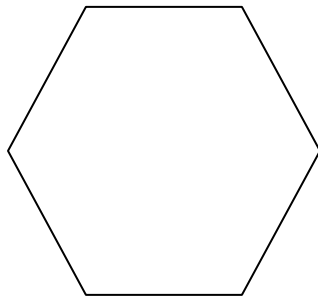


Main Street

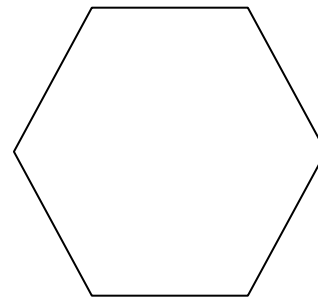


200 South

5

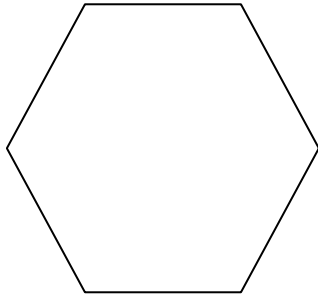


6

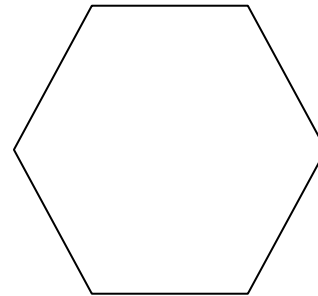


300 South

7



8



400 South

Outside Dining in Required Yard Areas

Special Exception for Outdoor Dining in required front, rear and side yards shall be subject to the standards set forth in Section 21A.52.100:

1. The proposed outdoor dining is in conjunction with and incidental to an allowed and licensed indoor restaurant, private club, tavern, market, deli, and other retail sales establishment that sell food or drinks, in the RB, CN, MU and R-MU zones or any zone allowing such uses where the outdoor dining does not comply with the Zoning Ordinance.
2. All required business, health and other regulatory licenses for the adjoining indoor restaurant have been secured.
3. The proposed outdoor dining complies with all conditions pertaining to any existing variances, conditional uses or other approvals granted for the property;
4. Live music will not be performed nor loudspeakers played in the outdoor dining area unless the decibel level is within conformance with the Salt Lake City noise control ordinance.

Parking will be adequate to support the additional parking needs of the outdoor dining activities. Shared parking is allowed.

Rebuild Letter and Zoning Confirmation

Rebuild and zoning confirmation letters are requests for information related to the present legal use of a property and if that use conforms to current zoning regulations. Most finance companies require these letters for properties that, during the appraisal process, are found to be nonconforming to zoning. Many finance companies today will not lend money on properties that cannot be rebuilt to the same use, density, or value.

Routine & Uncontested Matter

A Routine and Uncontested Matter is a special exception to the Zoning Ordinance that the Board of Adjustment has delegated to Staff to be determined administratively because of its routine and uncontested nature. Routine and Uncontested Matters are decided using the same criteria that the Board of Adjustment uses for determining Special Exceptions.

Request Identified as Routine & Uncontested

Zoning Review of the project reveals that it does not qualify for “over-the-counter” zoning approval but does qualify as a Routine & Uncontested Matter (a Routine & Uncontested Matter is a Special Exception that the Board of Adjustment has delegated to Staff to review. If Staff cannot approve the Routine & Uncontested request for any reason, it is forwarded to the Board of Adjustment or an Administrative Hearing). The applicant should be informed as to why the request cannot be approved “over-the-counter” by stating applicable Zoning Ordinance regulations.

Types of Routine & Uncontested Matter

Any Routine & Uncontested Matter that requires obtaining a building permit after approval is granted.

1. Draw a site plan, to scale, showing all existing and proposed structures and conditions.
2. Draw elevation drawings of any proposed structures.
3. Fill out the Routine & Uncontested Matter application.
4. Obtain signatures from abutting property owners. The signatures must be of property owners and not renters.

When a Case Cannot be Approved Administratively

1. In some cases, the review process reveals that a request cannot be approved administratively. Reasons for this may be that the required signatures could not be obtained, a complaint has been made against the proposal, the planner cannot make the required findings, and/or the planner is of the opinion that the request is large enough to warrant a public hearing.
2. If the review cannot be approved administratively, the planner contacts the applicant to discuss the available options. These options include changing the proposal to comply with “over the counter” zoning approval or preparing the request to be forwarded to the Board of Adjustment or to an Administrative Hearing for consideration.

Appeal of Decision

Any party adversely affected by a decision of the Board of Adjustment may appeal that decision to the District Court within 30 days of the date of the decision.

Special Exception Process

Although there is no definition of a “special exception” in the State enabling statute, it is generally acknowledged in zoning practice that an ordinance may provide for an activity or land use that represents an exception to ordinance standards. Examples are; permission to conduct a home occupation, expansion of a nonconforming use, or application for a conditional use permits. The enabling statute does provide the following for both cities and counties: 10-9-706/17-27-706 Special exceptions (3) the legislative body may provide that conditional use permits be treated as special exceptions in the zoning ordinance.

Standards:

No application for a special exception will be approved unless the Board of Adjustment determines that the request meets the following general standards.

1. The proposed use and development will be in harmony with the general and specific purposes for which the Zoning Ordinance was enacted and for which the regulations of the district were established.
2. The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located.
3. The proposed use and development will not have a material adverse effect upon the character of the area or the public health, safety, and general welfare.
4. The proposed special exception will be constructed, arranged and operated so as to be compatible with the use and development of neighboring property in accordance with the applicable district regulations.
5. The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance.
6. The proposed use and development will not cause material air, water, soil or noise pollution or other types of pollution.
7. The proposed use and development complies with all additional standards imposed on it pursuant to Section 21A.52.100 of the Zoning Ordinance.

Public Hearing

The Board of Adjustment will hold a public hearing on the application. The Board will either: approve the special exception; approve the special exception subject to specific conditions; deny the special exception; or hold the application for additional information.

Appeal of Decision

Any party adversely affected by the decision of the Board of Adjustment may, pursuant to Section 21A.16.040 may appeal to the District Court within thirty (30) days of the date of the decision.

Variance

The Salt Lake City Zoning Ordinance defines a variance as a reasonable deviation from provisions of the ordinance regulating the size, area, bulk or location of a building or structure on a lot. Variances are intended to provide relief to property owners in cases where the ordinance imposes undue hardship or practical difficulties to the property owner in the use of land. The hardships must not have been created by the actions or omissions of the landowner, or a previous landowner.

Standards:

1. General standards:

- Literal enforcement of the Zoning Ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purposes of the ordinance.
- There are special circumstances attached to the property that do not generally apply to other property in the same zoning district.
- Granting the variance is essential to the enjoyment of a substantial property right possessed by other property owners in the same district.
- The variance will not substantially affect the general plan of the City and will not be contrary to the public interest; and
- The spirit of the Zoning Ordinance is preserved and substantial justice done.

2. Circumstances peculiar to the property:

- The alleged hardship is related to size, shape or topography of the property for which the variance is sought; and
- The alleged hardship comes from circumstances peculiar to the property, not from conditions that are general to the neighborhood.

3. Self-imposed or economic hardship

The Board of Adjustment may not find an unreasonable hardship of the hardship is self-imposed or economic.

4. Special Circumstances:

- The special circumstances relate to the alleged hardship; and
- The special circumstances deprive the property of privileges granted to other properties in the same zoning district.

Preliminary Condominium

A condominium is a hybrid ownership subdivision. Condominiums can be residential or non-residential in terms of land use. There are two types of condominium processes; one which involves new construction, while the other is for the conversion of buildings. Both processes are similar other than the manner in which they are inspected and information that must be provided. Typically, condominiums are multi-family structures with many units, but could have as few as two units. A condominium is essentially a subdivision, where ownership boundaries are defined within buildings, and can consist of vertical space as well as horizontally described space. Rather than defining lot boundaries, individual unit boundaries are defined which become private ownership areas, while areas outside of the privately owned units are typically owned in “common” by all the owners in a subject project. Owners cooperate to maintain specific common and maintenance areas in the project through a Home Owner’s Organization. Recorded bylaws, commonly known as a “covenants” establish a property owners rights as governed by the Home Owner’s Organization. The Home Owner’s Organization owns the real property interests in common, and individual ownership is limited to building space areas.

Preliminary Plat

- Preliminary plats should be drawn to scale, accurately showing:
- A legal boundary description of the property with linear dimensioning
- Interior floor areas to be subdivided (private ownership areas)
- Common ownership areas and the intended use
- Limited common ownership areas and the intended use
- Exterior structure dimensioning
- Diagrammatic floor plans with unit numbering
- Elevation drawings of the finished and unfinished floor areas from floor to ceiling, which includes the lateral sectioning of every unit.

Condominium Conversion Applications

For Condominium Conversions the applicant must also submit the following:

- A property report, conducted by a licensed engineer which details the condition of the existing building elements and addresses anything that has less than five years of useful service life remaining. See the minimum provisions and standards that must be included in the property report in Chapter 18.32.050 of the SLC Code.
1. Names and addresses of tenants of the building to be converted, and proof that they have been notified of the owner’s intent to convert the building to condominiums.

Condominium Declaration and Bylaws Checklist (Salt Lake City Code)

Salt Lake City Zoning Ordinance Chapter 21A.56.0402 lists the following items to be included on the Condominium Declaration and Bylaws.

- _____ 1. Statement that the Homeowner's Association may regulate, limit or prohibit rentals of condominium units.
- _____ 2. Statement that the Homeowners Association may require the rental of condominium units to be conducted through the Homeowner's Association or a designated management company, and may require that all lease agreements be reviewed and approved by the Homeowner's Association or the management company, that any tenants be screened by the Homeowner's Association or the management company prior to renting the condominium, and that the approval of the Homeowner's Association or the management company shall not be unreasonably withheld.
- _____ 3. Statement that prior to renting any condominium unit, the condominium owner and tenant shall execute a written lease agreement which shall include the following provisions:
 - Tenants shall agree to comply with all of the terms and conditions of the condominium declaration and by-laws.
 - Tenants shall agree not to allow or commit any nuisance, waste, unlawful or illegal act on the premises.
 - Owner and tenant shall acknowledge that the Homeowner's Association is an intended third-party beneficiary of the lease agreement, that the Homeowner's Association shall have the right to enforce compliance with the condominium declaration and by-laws and to abate any nuisance, waste, unlawful or illegal activity on the premises; and that the Homeowner's Association shall be entitled to exercise all of the owner's rights and remedies under the lease agreement to do so.
- _____ 4. Statement requiring that prior to a tenant's occupancy of a condominium unit, the condominium owner must provide the Homeowner's Association with the name, address and telephone number of the tenant and a copy of the written lease agreement.
- _____ 5. Statement that the Homeowner's Association shall have the right and the obligation to enforce compliance with the condominium declaration and by-laws against any owner and/or occupant of any condominium unit, and shall have all rights and remedies available under state or local laws, in addition to its rights and remedies as a third-party beneficiary under any lease agreement, to enforce such compliance.

Condominium Declaration and Bylaws Checklist (Utah Code)

Utah Code 57-8-10 lists the following items to be included on the Condominium Declaration and Bylaws.

- _____ 1. Description of the land or interest in real property included within the project.
- _____ 2. Description of any buildings, which states the number of stories and basements, the number of units, the principle materials of which the building is or is to be constructed, and a description of all improvements contained or to be contained in the project.
- _____ 3. The unit number of each unit, the square footage of each unit, and any other description or information necessary to properly identify each unit.
- _____ 4. Description of the common areas and facilities of the project.
- _____ 5. Description of any limited common areas and facilities and statement as to which unit the use of the limited common areas and facilities is reserved.
- _____ 6. Statements indicating the percentage or fraction of undivided interest in the common areas and facilities appurtenant to each unit, including voting.
- _____ 7. Statements regarding the name of the person to receive service of process on behalf of the property, together with the residence or the place of business of that person, which must be within the state of Utah.
- _____ 8. Description of the method by which the declaration may be amended.
- _____ 9. Statements of intention that the Utah Condominium Act applies to the property.
- _____ 10. Declaration, by-laws, and record of survey map must be duly executed and acknowledged by all of the owners and any lessees of the land.

Subdivision Amendment & Vacation

Subdivision Amendments are regulated by Title 20 - Subdivisions of the Salt Lake City Code. This section is commonly referred to as Salt Lake City's "Subdivision Ordinance". The Salt Lake City Site Development Ordinance is located in Chapter 18.28 of the Salt Lake City Code.

1. Meeting with the Applicant

Set up a pre-application meeting with the applicant to discuss the proposed subdivision and application submittal requirements. At the meeting, discuss the following:

1. Compliance with Zoning Ordinance, Subdivision Ordinance and Site Development Ordinance.
2. Master plan considerations.
3. Preliminary plat requirements.
4. Application requirements and fees (listed on the application form)
5. The administrative hearing time frame, what to expect at the hearing and appeal period.
6. Final plat application requirements and fees.
7. The recordable instrument which is either a final subdivision plat or notice.
8. Requirement to provide a title report. One is required upon application, another updated version may be required prior to the Attorney's office review.
9. Determine subdivision feasibility based on the proposal.

2. Application

1. Following the pre-application meeting, the applicant submits their application material. Verify that the application is complete and that the fees are correct.
2. Set up a subdivision file and enter on the subdivision tracking program.
3. Take the fees (checks only) to the Building Services and Licensing Division, get a receipt and forward a copy to the applicant.
4. Review the plat for compliance with the subdivision, zoning, site development ordinance, master plans, county geologic map, street master plan etc.
5. Schedule a Development Review Team (DRT) or Development Coordination team (DCT) meeting if necessary.
6. Route the paper copies of the subdivision plat to the Engineering, Fire, Police, Public Utilities and Transportation Departments. Include the School District, Airport, U.D.O.T., Property Management, City Surveyor or other departments if necessary.

3. Departmental Review

1. The City's Engineering, Fire, Public Utilities and Transportation Departments review the plat for compliance with their codes and ordinances. These written comments are then returned to the planner.
2. Forward the departmental comments, including Planning comments, to the applicant and request that the applicant work directly with the respective department to address their specific issues.

3. Resolve conflicting City division / department conditions / requirements, if possible at the staff level.

4. Staff Report

1. The Administrative Hearing Officer will decide whether the proposed subdivision requires an administrative hearing or Planning Commission approval.
2. The final draft staff report should be given to your supervisor the Monday (3 weeks prior to the hearing date). The following Monday, the report team lead will set the agenda.
3. The Wednesday prior to the agenda being mailed, the project planner shall scan their staff report and all exhibits and forward the staff report to Kathy so she can put on city web site.
4. Complete a staff report on the Subdivision and include the departmental comments and appropriate conditions of approval. If an administrative hearing is required, give the staff report to the Administrative Hearing Officer one week prior to the Administrative Hearing Date. If Planning Commission approval is required, submit the staff report to the Administrative Hearing Officer or supervisor at least 10 days before the Planning Commission meeting.

5. Public Hearing for Subdivision Amendments not involving Streets

1. Meet with the Administrative Hearing Officer to determine if the subdivision needs an Administrative Hearing or Planning Commission review.
2. Schedule a hearing date.
3. For public hearings for subdivisions not involving streets, you are required to notify property owners within the original subdivision plat and all property owners within 300 feet of the property excluding streets. However, due to streets, etc., you should ensure that the mailing list includes those within 450 feet of the subject property.
4. Although the subdivision ordinance requires a 14 day notification period, send out notices 15 days in advance of the hearing. Include yourself, the applicant, Community Council Chair and the Deputy Planning Director in the mailing list and verify that the mailing labels provided are adequate. See Section 20.31.030, General Petition Contents of the Subdivision Ordinance for details.

6. Public Hearing for Subdivision Amendments involving Streets

Both Planning Commission and City Council approval are required for subdivision amendments involving streets. Refer to Article III. Subdivision Amendments Involving Streets, Sections 20.31.180 Planning Commission Hearing and 20.31.190 City Council Hearing of the Subdivision Ordinance for specific requirements.

7. Notification

1. What the proposal is (i.e. 6-lot residential subdivision)

2. Date of meeting.
3. Time of meeting.
4. Location of project (by site map)
5. Planner and contact number
6. Place (meeting room number)
7. Call the applicant to notify them of the public hearing date, time and room number.

Note: If the subdivision is located in the foothill zones (FR-1, FR-2, etc.) the Planning Commission must hold an “issues only” public hearing before the public hearing is held before the Planning Commission. The Planning Commission is the approval body for foothill subdivisions.

8. Notice / Final Plat Approval

1. The final recording instrument is a Notice or Final Plat.
2. For a Notice, prepare a report with the following legal descriptions for the County Recorder’s Office:
 - The perimeter of the entire property to be subdivided.
 - Each resulting parcel.
3. Have the Administrative Hearing Officer sign the notice and have the signature notarized.
4. Make a copy for the project file, take the original to the County Recorder’s office with a “Request to waive recording fees” letter and have the notice recorded.
5. Forward a copy of the recorded notice to the applicant.

Preliminary Subdivision Foothill

Minor subdivisions are regulated by Title 20 - Subdivisions of the Salt Lake City Code. This section is commonly referred to as Salt Lake City's "Subdivision Ordinance". The Salt Lake City Site Development Ordinance is located in Chapter 18.28 of the Salt Lake City Code.

Public Hearing

- **ALL** SUBDIVISIONS that occur in the Foothill District shall be heard by the Planning Commission. Schedule a Hearing with Planning Commission.
- For subdivisions, you are required to notify all property owners abutting the proposed subdivision. Include adjacent properties across streets.
- Although the subdivision ordinance requires a 14 day notification period, send out notices 15 days in advance of the hearing. Include yourself, the property owner, the applicant in the mailing list and verify that the mailing labels provided are adequate.
- See Section 20.20.030, Filing of Plat and Information of the Subdivision Ordinance for details.

Note: If the subdivision is located in the foothill zones (FR-1, FR-2, etc.) the Planning Commission must hold an "issues only" public hearing before the public hearing is held before the Planning Commission. The Planning Commission is the approval body for foothill subdivisions.

Preliminary Subdivision Minor

Minor subdivisions are regulated by Title 20 - Subdivisions of the Salt Lake City Code. This section is commonly referred to as Salt Lake City's "Subdivision Ordinance". The Salt Lake City Site Development Ordinance is located in Chapter 18.28 of the Salt Lake City Code.

Final Plat

Final plats are the method for which a subdivision or condominium is finalized, the process is all administrative and no additional public hearings are required.

Signature Blocks

The Planner assigned to the project will be responsible to get signatures from the Planning Director, Attorney's Office and the Mayor. The applicant is responsible for all other signatures. These signature blocks are needed on the Mylar:

1. Public Utilities
2. Engineering
3. *Building Services (for condominiums)*
4. Salt Lake Valley Health (the review process for this signature is not part of the City's review process; it needs to be done separately by the applicant)
5. Attorney's Office
6. Planning
7. Mayor
8. Salt Lake City Recorder's Office
9. Salt Lake County Recorder's Office

Final Attorney's Review

1. When all appropriate departments are ready to sign the final plat (Mylar), but before they sign the plat, the applicant should submit a title report (two weeks from the time it was issued) that will be reviewed by the Attorney's Office.
2. The Salt Lake City Attorney's Office requires that anybody listed as a Trustee on the Title report is required to sign the plat, or, sign a separate "consent to dedicate document".

Salt Lake City Recorder's Office

Obtain signature from the City Recorder's Office once the mayor's signature has been obtained. The City Recorder should put the City Stamp on the subdivision plat.

Salt Lake County Recorder's Office

1. After all appropriate signatures are on the plat, the applicant will take the plat to the Salt Lake County Recorder's Office to be recorded.
2. Applicant should pay for the plat to be recorded.
3. When recorded, get a Mylar copy of the plat, make a paper copy for the file and give the Mylar copy to the Building Services and Licensing Division.

ROUTINE AND UNCONTESTED LOT LINE ADJUSTMENT PROCESS

What is a routine and uncontested lot line adjustment?

A lot line adjustment in a subdivision means the relocation of the property boundary line between two (2) adjoining lots with the consent of the owners of record.

Process

The purpose of this process is to allow lot line adjustments between two (2) two legally existing agricultural, residential, commercial or industrial subdivision lots to be considered and approved administratively by the Planning Division. A routine and uncontested lot line adjustment must meet the following criteria:

- Each lot will meet all applicable zoning requirements;
- The applicant(s) must receive the consenting signatures of all abutting property owners as specified on the application;
- A lot line adjustment cannot affect any street right of way;
- The lot line adjustment cannot create any new lots.

The applicant must submit an application and all required information along with a preliminary plat for City internal review. The Planning Director or designee shall review the application for completeness and for compliance with the Zoning Ordinance. After review of the application and preliminary plat, the Planning Director, or designee, may either approve the lot line adjustment or process the application as a minor subdivision, which is a separate process.

Recording with the Salt Lake County Recorder

The Planning Director or designee shall record a notice with the Salt Lake County Recorder's office containing the legal description of each new lot and stating any conditions of approval.

For more information on application requirements or specific subdivision, regulations within your zoning district please refer to the Salt Lake City Subdivision Ordinance Chapter 20.04.

Subdivision Review Screening Checklist

The Planning Division has established a screening form to initiate staff research efforts to arrive at a decision and to document administrative decisions as to a particular property parcel's status, relative to subdivision ordinance administration. A building permit request on a property parcel often is the "triggering activity" for determining subdivision status. Property sale transactions also sometimes "trigger" the need for this review. Permits Office staff is expected to determine that site plans, submitted as a part of building permit applications or other property specific inquiries, match exiting whole lots in approved subdivision plats. If this is the case, plan review by the permits staff is to proceed under the specific subdivision plat and plat "notice to purchasers" limitations and the applicable zoning district requirements. If the property that is the subject of the site plan is not located in a recorded subdivision plat, or the site plan dimensions do not reasonably match the lot dimensions as shown on the recorded subdivision plat, or multiple "lots" make up the area covered by the site plan, the permits staff should identify the need for a subdivision review screening to take place by the Planning Division.

Process:

The Planning Division has requested that the permits staff instruct permit applicants and inquiry persons that the "Subdivision Review Screening Checklist" is to be used to initiate the Planning Division determination of subdivision status, and that the Planning Division will require that the top of the screening checklist be filled out by the applicant / inquirer and the minimum required review materials are attached, before proceeding to the Planning Division staff office, and that it is best to make an appointment to review the screening checklist and attachments with a member of the subdivision work group.

Planning Staff Review:

The Planning Division subdivision staff will meet with the applicant and receive the review screening checklist and may request additional review materials as may be appropriate. Planning Division staff will discuss the subdivision review screening checklist and attachments with the subdivision supervisor to receive direction as to the necessary research activities. Once the research has been completed, the subdivision supervisor will determine the compliance status with the subdivision regulations (City Code, Section 20) and specify the appropriate subdivision action. The subdivision supervisor will consult with the Zoning Administrator, as appropriate, in determining the zoning compliance status and to determine compliance or non-compliance with City Code Section 21A.62.040 "Non-conforming lot" definition and 21A.38.100 "Non-complying lots" as to lot area and lot frontage.

Type of Action Required:

Once the Planning staff has completed the research and review processes, the "type of action required" portion of the screening checklist will be checked and the key facts justifying the required action noted on the bottom of the screening checklist by the

subdivision planner. The screening checklist will be signed by the supervisor or staff planner, and copies made for permanent files, Permits Office and the applicant. Support materials and research will be attached to the permanent file copy of the screening checklist for future review if necessary.

The signed screening checklist will serve as the response back to the Permit Office staff and noted in the plan review files as appropriate. If the required action is a subdivision approval required, the appropriate application for subdivision approval is required to be filed with the Planning Division, and the process completed prior to building permit issuance. If no action is necessary, the building permit review process will continue, with the subdivision screening checklist noted as evidence of resolution of the subdivision review issue. If the required action is a property parcel consolidation by deed, proof of such parcel consolidation being recorded with the County Recorder's Office and accepted as correct, will be provided by the permit applicant, and filed in the building permit review files and a copy to the Planning Staff for filing.