



# Appeal to the Land Use Appeals Board

OFFICE USE ONLY	
Original Petition No.	
Receipt No.	Amount:
Date Received:	
Reviewed By:	

SALT LAKE CITY PLANNING

Petition or Case No. Being Appealed: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

Name of Appellant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Appellant: \_\_\_\_\_

E-mail Address of Appellant: \_\_\_\_\_ Cell/Fax: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Appellant's Interest in Subject Property: \_\_\_\_\_

County Tax Parcel No. (Sidwell No.): \_\_\_\_\_ Zoning: \_\_\_\_\_

**All appeals must be made within thirty (30) days following ratification of the Commission decision.**

**Authorized Appellants:**

- **Planning Commission:** Any party aggrieved by a decision concerning an application for a subdivision, conditional use or a planned development.
- **Historic Landmark Commission:** The applicant, abutting property owner or other property owner within the same Historic Preservation Overlay District, any recognized or registered organization pursuant to Chapter 2.62 of the Salt lake City Code, the Utah State Historical Society, or the Utah Heritage Foundation.

**The appeal shall be considered by the Land Use Appeals board on the record made before the Commission. The Land Use Appeals Board will hear no new evidence unless the Commission improperly excluded such evidence from consideration.**

**Please include with the application:**

1. A statement specifying the alleged error by the Commission.
2. A copy of the mailing list which was used for the notice of public hearing, available from the Planning Division Administrative Assistant. The names, address, and Sidwell number of each property owner must be typed or clearly printed on gummed mailing labels. Please include yourself and the appropriate Community Council Chair. **First class postage for each address is due at time of application.**
3. A filing fee of \$200.00. All fees due at time of application.

**If you have any questions regarding the requirements of this application, please contact Andrea Curtis at 535-7105 prior to submitting an application.**

**File the complete application at:**

Salt Lake City Community Development Department  
 451 South State Street, Room 404  
 PO Box 145486  
 Salt Lake City, UT 84111

Signature of Applicant \_\_\_\_\_  
or authorized agent Title of agent \_\_\_\_\_

## APPEAL TO THE LAND USE APPEALS BOARD

### What is the Land Use Appeals Board?

The Land Use Appeals Board has been established to hear and decide appeals from all decisions made by the Historic Landmark Commission and decisions relating to subdivisions, subdivision amendments, conditional uses, or planned developments made by the Planning Commission.

### Who can initiate the process?

- The Historic Landmark Commission: The applicant, an abutting property owner, or other property owners within the same Historic Preservation Overlay District, any recognized or registered organization pursuant to Chapter 2.60 of the Salt Lake City Code, the Utah State Historical Society or the Utah Heritage Foundation.
- The Planning Commission: Any person adversely affected by a decision concerning subdivisions, subdivision amendments, conditional uses, or planned developments.

### Process

- To begin the appeal process, an application must be submitted to the Community Development Department, Room 404 of the City & County Building (451 South State Street) within 30 days following the decision of the Commission. The application must include a statement specifying the alleged error made by the Historic Landmark Commission or Planning Commission and a copy of the mailing list that was used for the notice of the public hearing. A copy of the mailing list may be obtained by contacting the Planning Division at 535-7757. A filing fee of \$200.00 and payment for first class postage for each address is due at time of application. Please do not provide postage stamps.
- Review and Decision: The Land Use Appeals Board will review and make a decision based on the standards listed in the Salt Lake City Zoning Ordinance that are applicable to the appeal. The Appeals Board may choose to consider an appeal without an additional hearing or with a formal hearing, allowing both the appellant and the respondent to present oral argument based on the record of the Commission proceedings.

For additional information on Appeals to the Land Use Appeals Board, please refer to Chapter 2.88 of the Salt Lake City Code or contact Andrea Curtis at (801) 535-6230.