



HLC: Major Alterations, New Construction, Relocation & Appeal of Admin. Decision

Use for: substantial alteration or addition to a landmark site or contributing site; new construction of principal building; relocation; appeal of administrative decisions; and referral by planning director.

OFFICE USE ONLY	
Petition No.	
Date Received:	
Reviewed By:	

SALT LAKE CITY PLANNING

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:

Legal Description (if different than tax parcel number):

Please Check Type of Application and submit associated fee

Type	Application Fee	Additional Fee
Major Alteration	\$27.69	Plus cost of first class postage
New Construction	\$221.48	Plus cost of first class postage
Relocation	\$221.48	Plus cost of first class postage
Appeal of Administrative Decision*	\$221.48	Plus cost of first class postage

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.

File the complete application at:

SLC Planning Division
451 S State, Room 215
PO Box 145471
Salt Lake City, UT 84114-5480
Telephone: (801) 535-7700

Signature of Property Owner _____
Or authorized agent

Please include with the application:

Attach additional sheets, if necessary

All attachments, with the exception of mailing labels, must be submitted in a digital format. Please also submit plans in print format. An additional fee of \$10 will be charged for any plans, drawings, photographs, etc that are not submitted digitally.

- The names and addresses of all property owners within one-hundred and fifty (**150 feet of edge of subject property for an alteration** OR four-hundred and fifty (**450 feet of edge of subject property for new construction**). The name, 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. (Not necessary for Minor Alterations.)
- Written explanation of the reason for the request and a description of the project that includes information such as location, dimensions, materials and design. Provide as much detail and information as possible. These will not only help the Staff and HLC visualize your project but it may also assist with a speedier decision. Your application will not be considered complete until all information is provided.
- Recent and historic photographs of the subject property. Current photographs should include one of each elevation of the structure and close up images of details that are proposed to be altered.
- Proposed building plans with preliminary construction drawings which include:
 - Site plan with square footage of existing and proposed buildings and lot, percentage of lot coverage, all setbacks, landscaping
 - Information about the setback and heights of all other structures on the block face
 - All elevations with dimensions called out on the drawings
 - All floor plans with major dimensions called out on the drawings
 - Proposed materials for the exterior of the building
 - Window and door section drawings with information about materials and dimensions
 - Design, dimension and material information for details such as railings, posts, roofing, siding, porch flooring, etc.
- Graphic/photographic documentation stamped by an architect or surveyor (or the equivalent), of the block face(s) showing proportional relationships of the proposed building height to other houses on the block face to establish the existing development pattern and the same showing setbacks of the block face.
- Material samples
- Other information as requested by Zoning Administrator.

For **Relocations**, please also include:

- Names and address of mover
- New address
- Proposed reuse of cleared lot and use of the structure after it is moved
- An application for New Construction

OR

- a site plan (drawn to scale) which includes the location of the property lines, driveways, sidewalks, landscaping, irrigation system and remaining structures. Please refer to SLC Zoning Ordinance 21A.48 for requirements for landscaped lots. (Relocation Only)

*** Please note that attachments will be included in staff reports that will be available to the public.

Types Of Construction To Be Reviewed By The Historic Landmark Commission:

- i. Substantial alteration or addition to a landmark site or contributing site;
- ii. New construction of principal building in H historic preservation overlay district;
- iii. Relocation of landmark site or contributing site;
- iv. Demolition of landmark site or contributing site;
- v. Applications for administrative approval referred by the planning director; and
- vi. Appeal of administrative decisions by the applicant.

Review: Applications will be reviewed and assigned to planners each week. The application shall be reviewed according to the standards set forth in subsections G, H, or I of section 21A.34.020 as well as Design Guidelines and Policy Document adopted by the Historic Landmark Commission. A link to the ordinance may be found at www.slcgov.com and the Design Guidelines and Policy Document at www.slcgov.com/ced/hlc.

Decision: The Historic Landmark Commission shall make a decision at a regularly scheduled meeting. After reviewing all materials submitted for the case, the recommendation of the planning division and conducting a field inspection, if necessary, the historic landmark commission shall make written findings of fact based on the standards of approval. On the basis of its written findings of fact the historic landmark commission shall either approve, deny or conditionally approve the certificate of appropriateness. The decision of the historic landmark commission shall become effective at the time the decision is made. Written notice of the decision of the historic landmark commission on the application, including a copy of the findings of fact, shall be sent by first class mail to the applicant within ten (10) working days following the historic landmark commission's decision.

Appeal: The applicant, any owner of abutting property or of property located within the same H historic preservation overlay district, any recognized or registered may object to the decision by filing a written appeal with the Land Use Appeals Board within thirty (30) days following the decision.

The Land Use Appeals Board's decision may be appealed to district court within thirty (30) days following their decision.

For More Information: For more information please reference 21A.34.020 and 21A.010 of the Salt Lake City Code.