



Alley Vacation or Closure

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:

Existing Property Use

Proposed Property Use

Please include with the application:

1. A response to the questions on the back of this form. If the applicant does not own property adjacent to the alley, please include the applicant's interest in the request.
2. The name, address and Sidwell number of all property owners on the block must be typed or clearly printed on gummed mailing labels. Please include yourself and the appropriate Community Council Chair. **Payment in the amount to cover first class postage for each address for two mailings is due at time of application.**
3. The name, address and signatures of all owners of property abutting the subject alley who support the petition. You may use the sample petition accompanying this application or provide your own. **Please note that the 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.**
4. A property ownership map (known as a Sidwell map) showing the area of the subject alley. On the map, please:
 - a. Highlight the subject alley.
 - b. Indicate with a colored circle or dot, the property owners who support the petition.
5. A legal description of the subject alley may be required.
6. **If applicable, a signed, notarized statement of consent from property owner authorizing applicant to act as an agent.**
7. **Filing fee of \$221.48 due at time of application.**

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.

If you have any questions regarding the requirements of this petition, please contact a member of the Salt Lake City Buzz Center (535-7700) prior to submitting the petition.

County tax parcel ("Sidwell") maps and names of property owners are available at:

Salt Lake County Recorder
2001 South State Street, Room N1600
Salt Lake City, UT 84190-1051
Telephone: (801) 468-3391

File the complete application at:

Salt Lake City Buzz Center
451 South State Street, Room 215
Salt Lake City, UT 84111

Signature of Property Owner _____
Or authorized agent

ALLEY VACATION OR CLOSURE PROCESS

WHAT IS AN ALLEY VACATION OR CLOSURE?

As part of the subdivision process, early developers were required to create alleys which were then deeded to the City. These alleys were used to provide rear access to buildings for coal delivery, garbage pickup and other services. They also allowed access to garages built toward the rear of a lot. Today, the City is officially the owner of these alleys.

In situations where it can be demonstrated that there is an over-riding public purpose for vacating the alley, the City may relinquish its property interest in the alley. This typically occurs as the result of a petition from a property owner abutting the subject alley. When an alley is next to or abuts a single family or duplex residential property, the City **vacates** the alley, divides it in half, and the property is conveyed to the abutting property owners. If an alley is next to or abuts a non-residential, or multifamily residential (3 or more dwelling units) property, the City may **close** the alley and then **sell** the land at fair market value to the abutting property owners.

PROCESS

- A complete application with all the required information listed on the application, the appropriate fees, and postage shall be submitted to the Planning Division located in the City & County Building, 451 South State Street, Rm. 406, Salt Lake City, Utah 84111. Prior to filing an application, the applicant should meet with City staff to discuss their plan and clarify any questions regarding the submittal requirements. Upon receipt of an application, the City administration will determine whether or not the petition is complete and assign a petition number for processing. When a petition is submitted for an alley closure, the petitioner should contact the Division of Property Management at 535-6447 to discuss the value of the land.
- Following receipt of an application, the project planner will contact the appropriate neighborhood organization(s) to schedule a meeting for the applicant to explain the proposed alley vacation or closure. A written verification of the meeting must be submitted to receive an administrative determination that the petition is complete.
- The project planner assigned to the petition will send the petition materials to other relevant City departments and divisions for their review. Each department or division will prepare a written report of its findings and recommendations. The project planner will then compile these findings and evaluate the effect of the vacation or closure upon the provisions of applicable master plans, the Zoning Ordinance, and other applicable objectives and regulations of the City.
- A public hearing will be scheduled before the Planning Commission to receive input on the request. The project planner will present the petition, and identify any issues raised during the review process. The applicant and other interested parties will have the opportunity to address the Planning Commission and present any additional information and/or concerns they may have. Following the public hearing, the Planning Commission will make a recommendation to the City Council on the closure and/or vacation petition and subsequent disposition of the property. The Planning Commission's recommendation shall be based on an analysis of the following:
 1. The City police department, fire department, transportation division, and all other relevant City departments have no reasonable objection to the proposed disposition of the property;
 2. The petition meets at least one of the policy considerations included in this application;
 3. Granting the petition will not deny sole access or required off-street parking to any property adjacent to the alley;
 4. Granting the petition will not result in any property being landlocked;
 5. Granting the petition will not result in a use of the alley property which is otherwise contrary to the policies of the City, including applicable master plans and other adopted statements of

policy which address, but which are not limited to, mid-block walkways, pedestrian paths, trails, and alternative transportation uses;

6. No opposing abutting property owner intends to build a garage requiring access from the property, or has made application for a building permit, or if such a permit has been issued, construction has been completed within 12 months of issuance of the building permit;
7. The petition furthers the City preference for disposing of an entire alley, rather than a small segment of it; and
8. The alley property is not necessary for actual or potential rear access to residences or for accessory uses.

• Upon receipt of the Planning Commission report and recommendation, the City Council will consider the request to vacate or close the subject alley. After a public hearing, the City Council will make a decision on vacating or closing the alley. If approved, an ordinance is adopted and the alley is vacated or closed.

For additional information on application requirements or specific alley vacation or closure requirements please contact the Salt Lake City Planning Division at (801) 535-7757.