



Preliminary Subdivision Minor Process Application

Residential
Non Residential

OFFICE USE ONLY

Petition No.
Date Received:
Reviewed By:

SUBDIVISION NAME:

Property Address:

Number of Lots:

Applicant name:

Applicant Phone:

Address of Applicant:

E-mail for Applicant as Contact:

Cell/Fax:

Name of Property Owner:

Phone:

E-mail for Property Owner:

Cell/Fax:

County Tax ("all Sidwell #"):

Zoning:

Please include with the application:

Attach additional sheets, if necessary

1. The names and addresses of all property owners located within four-hundred fifty feet (450') of the subject parcel(s). 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. **The cost of first class postage for each address is due at the time of application. Do not provide postage stamps.**
2. A legal description of the boundaries of the subject property together with a legal description of each of the proposed lots.
3. One (1) 11"x 17" (reduced) copy of the plat drawings, and an electronic version of plat drawings.
4. Ten (12) of preliminary plat drawings (complete set if multiple sheets) showing the land to be subdivided, properly and accurately drawn to scale, certified as accurate by a Registered Land Surveyor or Professional Engineer.
5. A digital copy of documents is required if it the petition is forwarded to a Planning Commission hearing.
6. A current Sidwell Map (with aerial photography and ownership lines) showing the entire area of the proposed subdivision.
7. A letter addressed to the Mayor requesting the Subdivision Amendment. Must state specifically what you are doing (combing, or dividing) and into/from how many lots, etc.
8. Filing Fee (due at time of application) of \$332.22 plus \$110.74 per lot is required.

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.

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

Salt Lake County Recorder
2001 South State Street, Room N 1600
Salt Lake City, UT 84190-1051
Telephone: (801) 468-3391

File the complete application at:

SLC Buzz Center
451 South State Street, Room 215
Salt Lake City, UT 84111
Telephone: (801) 535-7700

Signature of Property Owner _____

Or authorized agent

SALT LAKE CITY PLANNING