



City of South Salt Lake
 Community Development Department
 220 E. Morris Avenue
 South Salt Lake City, Utah 84115
 Phone (801) 483-6011 Fax (801) 483-6060

Design Review Application

The Planning Commission meets the 1st and 3rd Thursdays of each month. Applications are due ten days prior before 11:30 a.m.

Name of Project: _____

Location: _____

Current Use of Property: _____

Total Acres: _____

Property ID#(s): _____

Applicant: _____

Mail Address: _____

Email Address: _____

Telephone: _____

Project Architect/Engineer _____

Mailing Address _____

Telephone: _____

Fax: _____

Fee Title Owner: _____

Mail Address: _____

Telephone: _____

Appealing Decisions of the Planning Commission – The applicant has the right to appeal the Planning Commission’s decision to the City’s Administrative Law Judge. To do so the applicant must file a written appeal with the City Recorder stating why he/she is entitled to relief from this decision. The appeal must be accompanied by a \$15.00 filing fee. The applicant has ten (10) days from the date of the Planning Commission decision to file an appeal.

-----**FOR CITY USE ONLY**-----

Staff Assigned: _____

Meeting Date: _____

Comments: _____

<u>Fee Assessment</u>
Amount: _____
Receipt #: _____
Date Received: _____



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DESIGN REVIEW APPLICATION CHECKLIST

General Information

If your application abuts residentially zoned properties, the design review approval must be granted by the Planning commission. After completing your application form and providing the appropriate materials, staff will review your proposal and schedule a public hearing. The hearings are held on the first and third Thursdays of each month, in the council chambers located on the 2nd floor of City Hall, 220 East Morris Avenue. The hearings begin at 7:00 p.m. The applicant should attend, provide information, and answer questions that the Planning Commission may have.

Be aware that the city requires these materials and information listed below in order to complete a full and accurate review of your proposal for the Planning Commission. Failure to provide the information and requested materials will result in the rejection of the application by staff, and delays in processing your request. Use this checklist to assure that the application is ready to be processed.

Materials Checklist

- __1. Complete application form
- __2. Two (2) copies of the proposed development site plan at a scale of 1" = 20', and one 11x17 reduction. Each plan submitted should represent the entire property and all proposed uses. Each copy is to contain the following items:
 - a. Check for availability of proposed development and street names with the Salt Lake County Auditors Office to assure that the name is not already in use – (801) 468-3294
 - b. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
 - c. The property boundaries and dimensions
 - d. Dimensions of setbacks for all proposed building structures
 - e. Layout and design of all proposed building structure(s)
 - f. Proposed uses of common, open and private space

- g. Those portions of the property designated by FEMA as Flood Plain, or notation that a flood plain does not impact the property.
 - h. Proposed parking, lighting, and landscaping for the site's development
 - i. Location, dimension and height of any proposed fencing
 - j. Ingress and Egress (drive approaches) clearly shown, with dimensions
 - k. Roadway widths and emergency vehicle turnaround area
 - l. Plans for utility provision
 - m. Location of proposed signs
- __3. Building elevations. This should include architectural features and designs such as colors, materials, textures, windows, overall height of all buildings, and placement of any overhead doors as appropriate.
- __4. Proposed floor plan for all buildings. On the floor plan indicate use of the rooms and dimensions
- __4. Application fee
- __5. All plans must be submitted on a disc in PDF format
- __6. Letter of description explaining the proposed uses and project parameters.
- __8. If applicable, a copy of any proposed Covenants, Conditions and Restrictions (CC&R's)
- __7. Other items as determined necessary by staff for the specific development

Required Public Hearing Materials

- Submit a copy of the property owner's list from Salt Lake County Recorders office.
- Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number, name, and mailing address. (ask for the list from VAST 1665 and VAST 1667)
- The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes). South Salt Lake City will mail the notices to all property owners within 400 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant.



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FEE SCHEDULE EFFECTIVE December 15, 2009

1. <u>Conditional Use</u>	
Home Occupation and Other Residential	\$100.00
Commercial	\$300.00
2. Variance/Appeals - Administrative Law Judge	\$15.00
3. <u>Development</u>	
Concept Review	\$50.00
Preliminary Review	\$200.00
Final Plat	\$200.00
4. Design Review	\$150.00
5. Special Exception	\$150.00
6. Lot Split	\$250.00
7. Zone Changes	\$300.00
8. Annexations	\$0
9. Street Light Fee (new development, per light)	\$1,200.00
10. <u>Recording Fee</u>	
Plats	As Per Cost to City
Documents	As Per Cost to City
11. Street Sign Fee (per sign)	\$100.00
12. Alley Vacation Request	\$500.00
13. Site Plan Review (Commercial Construction Only)	\$350.00

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this _____ day of _____ 20 _____,

Notary Public

Residing in _____

My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property located at _____, South Salt Lake City, Utah, do hereby appoint _____ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the city of South Salt Lake, and authorize _____ to appear on my/our behalf before any City Board or Commission considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the _____ day of _____, 20 _____, personally appeared before me _____

_____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public

Residing in _____

My commission expires: _____