

Administrative Law Judge



Director of Community Development
801.412.3225

Deputy Director/Housing
801.412.3224

Executive Secretary
801.483.6011

Building Official
801.464.6744

Permit Technician
801.483.6005

Business Licensing
801.483.6063

Business License Inspector
801.483.6006



220 E. Morris Ave Ste. 200
South Salt Lake, UT 84115
www.southsaltlakecity.com
Fax 801.483.6060

Application For Administrative Law Judge Agenda

Community Development Department
 220 E. Morris Avenue Ste 200
 South Salt Lake City, Utah 84115
 (801) 483-6011 Fax (801) 483-6060
 www.southsaltlakecity.com



Applicant Information	
Owners Name	Agents Name
Owners Address	Agents Address
Owners Phone Number	Agents Phone Number
Owners Fax Number	Agents Fax Number
Owners E-mail Address	Agents E-mail Address
General Information	
Property Address	
Parcel Id#(s)	
Current Zoning	Total Area (sq. ft./acres)

Signature: _____ Date: _____

Describe the nature of the request (be specific about plans, the request, how it relates to the zoning, and any other pertinent information, feel free to use additional paper)

NOTE: this request may require submittal of a SITE PLAN. See the application checklist attached to this form for details.

For Office Use Only	Fee \$25.00	Rcpt #
Date Received	Received By	
Staff Assigned	Meeting Date	

ADMINISTRATIVE LAW JUDGE APPLICATION CHECK LIST

The applicant must provide the necessary items no less than two (2) weeks prior to the scheduled meeting.

- __1. Completed and signed application form
 - __2. Pay \$25.00 application fee
 - __3. Plat map(s) from the County Recorders Office for the subject property
 - __4. Submit a property owner's list on mailing labels from the 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 VASDT 1667)
 - __5. 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.
 - __6. Site Plan (if requested by staff) that includes the following items:
 - Lot boundaries and distances
 - Setback dimensions for all buildings and structures
 - Location of existing buildings and structures
 - Location of proposed buildings (including additions)
 - Location, ownership and use of adjacent lots
 - Location and dimensions of site features (drive accesses, parking areas, loading and unloading areas, signs, storage areas, landscape features, etc.)
 - Locations and dimension of any easements on the property, etc.
 - __7. Other items necessary for the specific application
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Instructions for Applicant

The need for proof is required

According to the State of Utah Code, section 10-9-705: "The appellant has the burden of proving that the land use authority erred." Please come prepared and give reasons why the decision was in error.

Administrative Law Judge Meetings are public meetings, not public hearings.

Only present information which is proof of error. The judge will not entertain information which is not applicable to this application. The judge will not hear comments from the general public and from parties who do not have a vested interest in the matter. **You may represent yourself or be represented by legal council. You have the right to call witnesses, make arguments and present evidence to the administrative law judge for consideration.**

Revised May 16, 2011