

Design Review Application
 Community Development Department
 220 East Morris Avenue Ste 200
 South Salt Lake City, UT 84115
 801.483.6011 Fax 801.483.6060
www.southsaltlakecity.com



Notice: The applicant must submit copies of the development plans to be reviewed by the city in accordance with the terms of the South Salt Lake Municipal Code. Once plans are submitted, they are subject to compliance reviews by various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the city code. All submitted design review applications shall be reviewed in accordance with §17.10.010 of the South Salt Lake City Code and all other applicable city ordinances. Application submission in no way guarantees placement of the application on any particular agenda of any city reviewing body. Applications for subdivisions and conditional use permits are due at least 10 days prior to the next hearing date before 11:00 a.m. Applications for zoning ordinance and map amendments are due at least 14 days prior to the next hearing date before 11:00 a.m. The Planning Commission meets the 1st and 3rd Thursday of the month. It is recommended that all applications and checklist items be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission		Zone		Parcel #(s)	
Project Name				Acres	
Project Address				Units	
Project Description					
Property Owner(s)			Applicant(s)		
Address			Address		
City	State	Zip	City	State	Zip
Phone number			Phone number		
Contact Person			Address		
Phone			City		
Cellular	Fax		e-mail		

Design Review Application Fee:
 \$150.00

OFFICE USE ONLY			
Received by	Date received	Receipt #	Fee \$

Revised June 30, 2011

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 Salt Lake County, Utah
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 Salt Lake County, Utah
My Commission expires: _____

Design Review Application Checklist

- __1. Application fee and completed Design Review application form
- __2. One (1) copy of the proposed development concept plan at a maximum scale of 1" = 60'. Each plan submitted should represent the entire property and all proposed uses. Each copy is to contain the following items:
 - a. The proposed name of the development (check with the County Auditors Office, 801-468-3255 to assure the name is not already in use).
 - 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. Proposed uses of common, open and private space
 - e. Those portions of the property designated by FEMA as Flood Plain, or notation that a flood plain does not impact the property.
 - f. Proposed parking, lighting, and landscape plans
 - g. Drive approaches clearly shown with dimensions
 - h. Proposed utility and storm water drainage plans
 - i. Location of proposed signs
- __3. Proposed building elevations, exterior materials, colors and textures
- __4. A letter written to the planning commission describing the development
- __5. Full application and plans must be submitted electronically in PDF format
- __6. Other items as determined necessary by staff for the specific development

Public Notification Requirements

Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office (2001 S. State Street) of all adjacent property owners within 400 feet. List will include owner's property parcel I.D. number and mailing address.

The applicant must furnish plain white business envelopes and stamps for each property owner to be noticed. 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 for the proposed development.

Note: The county recorders office will not provide labels unless the applicant has the application and checklist with them at the time of purchase.