



Application Process to Amend The Salt Lake County General Plan

Expedited Process

1. APPLICANT LETTER:

A. As outlined in Chapter 19.90.070 of the Salt Lake County Zoning Ordinance the applicant must submit a letter to the Planning Commission requesting the Planning Commission consider an amendment to the County General Plan. The letter must include the reasons and / or basis (change of circumstances) upon which the property owner believes the General Plan should be amended. (Be specific.) Provide a conceptual site plan of the property showing the type(s) and placement of all proposed land uses, density for residential uses, parking areas, etc.

B. The Planning and Development Services Division Staff will prepare a short narrative describing a change of circumstance, shifting trends of other significant reasons to justify consideration of an amendment to the County General Plan. A copy of the letter along with staff summary and a simple map to identify the location and general surroundings will be sent to the affected community for review and recommendation (about 30 days prior to the Planning Commission meeting where the letter will be considered). You should make arrangements to attend this Community Council meeting to present your request and answer questions.

C. The request will be considered at a regular Planning Commission meeting. You are required to attend the Planning Commission meeting to present your request and answer questions. The Planning Commission will determine whether to direct the staff to do a general plan study or deny the request. The Planning Commission action can be appealed to the County Legislative Body. You have 10 days in which to appeal the decision. You should address your letter of appeal directly to the Salt Lake County Legislative Body.



2. APPLICATION FOR GENERAL PLAN AMENDMENT AND REZONE:

A. If the Planning Commission or County Legislative Body approves a general plan amendment study, the applicant is allowed to file a formal application. This application must be filed within ten (10) days of the decision. The application fee will be paid at the time of filing.

B. The property owner/developer is required to submit a rezone application so that reviews and approval will run concurrently with the plan amendment process.

C. Please provide the following as part of the application:

[] **1. Completed Application Form:** signed and notarized by property owner and/or agent!

[] **2. Legal Description of the Parcel:** this can be obtained in the County Recorder's Office, room #N-1600.

[] **3. A Current Lined Aerial Plat:** Submit a County Recorder's Sidwell Plat (property plat) showing all of the subject property outlined in red, and all adjoining properties within 300 feet of the subject property. This can be obtained in the County Recorder's Office, room #N-1600. There is a charge to purchase the plats.

[] **4. Address labels:** A list of names and mailing addresses, including zip codes, for all property owners within 300 feet from the outer boundary of the subject property shall be submitted on gummed labels. This list includes property owners across streets and on all sides of the subject property. The County Recorder's Office will supply a list of the property owner's names and addresses at no extra charge when you purchase a sidwell plat.

[] **5. Two (2) Site Plans:** Site plans are to be on a minimum sheet size of 24" x 36", at a scale which suitably fits on the paper. The following must be included on the site plan.

- North point, scale and date of drawing.
- Property lines with dimensions, and adjoining streets, rights-of-ways, easements, waterways, etc.
- Curb, gutter, sidewalk, driveways, parking, etc.
- List calculations for required and proposed parking.
- Location and dimensions of all existing and proposed structures, including signs.
- Notes of explanation shall include total square footage of all structures by use.
- Existing vegetation and proposed landscaping areas as required by ordinance.
- Decks, porches, or other parts which extend past the normal outline of buildings.
- Existing and proposed fencing with height and type shown.

[] **6. Plan Amendment and Rezoning Application Fee:** The application filing fee for both the plan amendment and rezoning is required at the time the application is made. The fee varies and is based on the acreage of the property. Please refer to the fee schedule included with this packet. Postage for two (2) sets of address labels is also required. (Checks are payable to the Salt Lake County Treasurer.) If the Planning Commission or County Legislative Body requires that a general plan hearing be advertised to a greater extent than required by law because the amendment will likely generate broad public interest or concern, the applicant shall pay the additional advertising costs.



3. GENERAL PLAN AMENDMENT AND REZONING STUDY - HEARING PROCESS:

- A. The Planning and Development Services Division will send requests for recommendations to all necessary agencies and divisions for review and comments.
- B. Staff will prepare the preliminary plan amendment and rezoning review and findings.
- C. The proposed plan amendment and rezoning will be placed on a Planning Commission Agenda with official notification as required by State Law (newspaper legal advertizing, posting in the community, and mailed notices to adjacent property owners at least 14 days before the hearing). Be prepared to present your proposal at that meeting.
- D. The Planning Commission will hold the hearing and make a recommendation and prepare a resolution to the County Legislative Body. If the Planning Commission denies the application the decision is appealable to the County Legislative Body. * You have 10 days in which to appeal the denial. You should address your letter of appeal directly to the County Legislative Body.
- E. The County Legislative Body will schedule a hearing (same notification process as for the Planning Commission hearing).
- F. The County Legislative Body will hold a public hearing and make the final decision. Again, be prepared to present your proposal at this meeting.
- G. If a plan amendment and rezoning is approved and adopted, an addendum sheet and resolution will be prepared to be inserted in the general plan documents. The zoning becomes effective 15 days after its approval. The addendum will be sent to members of the Community Council and other interested citizens.

For additional assistance or questions contact the Planning and Development Services Division Office at 2001 S. State St. #N-3600, Salt Lake City, Utah 84190-4050, or telephone 801.468.2000.



5. General Plan Amendment Application Fees:

Refer to the current fee schedule.



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

Updated: February 23, 2006