



Application Process to Amend The Salt Lake County General Plan

Specific Plan Process/Small Area Master Plan

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 appropriate 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. (Please be specific.) Provide a simple conceptual site plan of the property showing the type(s) and placement of all proposed land uses, density for residential uses, parking areas, etc. (Expensive and elaborate drawings and renderings are not necessary at this time.)

B. The Planning and Development Services Division Staff will prepare a short narrative based on your letter, describing the change of circumstances, shifting trends of other significant reasons to justify consideration of an amendment to the County General Plan. A copy of your letter along with staff summary and a simple map to identify the location and general surroundings will be sent to the affected community and also any adjacent municipal jurisdiction for review and comment (about 30 days prior to the Planning Commission meeting where the letter will be considered). You should make arrangements to attend the 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:

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(s) 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. 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.

[] **6. Specific Plan/Small Area Master Plan Submittals:** The property owner/ developer is responsible for all preparation of preliminary drawings and plans following the procedures and requirements of the Specific Plan Process (see attached).



3. GENERAL PLAN AMENDMENT STUDY AND HEARING PROCESS:

A. The Planning and Development Services Division will provide staff assistance to the property owner/developer with reviews and recommendations pertaining to the Specific Plan/Small Area Master Plan process. (Note: This process can take 60 to 90 days depending on the complexity and nature of the amendment proposal. Large project areas will take a minimum of 6 to 9 months.)

B. Staff will prepare the preliminary plan amendment review and findings.

C. Meetings with the affected Community Council will take place. Staff will attend all meetings as necessary.

D. Community Council and / or neighborhood committee will hold a meeting if necessary to prepare a recommendation to the Planning Commission. (The Community Councils have regularly scheduled meetings which they ask you to attend to present your proposal. Refer to the enclosed meeting schedule.)

E. The proposed plan amendment will be placed on a Planning Commission Agenda with official notification as required by State Law (newspaper legal advertising, posting in the community, and mailed notices to adjacent property owners as required by State law and County policies). Be prepared to present your proposal at that meeting.

F. The Planning Commission will hold the hearing and make a recommendation by 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 Salt Lake County Legislative Body. (Note: If the County Legislative Body does not schedule a hearing for the general plan amendment the Planning and Development Services Division will request that the fees paid for advertising costs and mailings related to the County Commission hearings be refunded to the applicant.)

G. The County Legislative Body will schedule a hearing (same notification process as for the Planning Commission hearing).

H. The County Legislative Body will make the final decision for both the plan amendment and change of zone.

I. If a plan amendment and change of zone is approved and adopted, an addendum sheet is prepared and inserted in the general plan documents and changes to the zoning maps are completed. The addendum will be sent to members of the Community Council and other interested citizens.



4. COMMUNITY COUNCIL AND/OR OTHER INTERESTED GROUP REQUEST FOR GENERAL PLAN AMENDMENT

A. The Community Council, representing itself and/or representing a neighborhood interest group shall submit a letter that includes the reasons or basis upon which the General Plan should be amended to the Planning Commission.

B. The Planning Commission will review the request as set forth in subparagraph 1 C above.

C. If the Planning Commission approves a general plan amendment study, the application will be submitted with the Planning Commission as the applicant, and no filing fee will be required.

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.

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SPECIFIC PLAN/ SMALL AREA MASTER PLAN PROCESS AND DEVELOPMENT REVIEW

The Salt Lake County Planning Commission has approved your request to consider an amendment to the Salt Lake County General Plan. This decision authorizes the staff to begin the amendment process.

This form is intended to help clarify what materials and information will be needed to assist the Planning and Development Services Division Staff and Planning Commission in analyzing the suitability of land use plan proposals for your property.

Salt Lake County policies require a “Specific Plan or small Area Master Plan” to address future development at this site. Moreover, the Specific Plan will enable staff to quickly and accurately complete a General Plan Amendment analysis, corresponding rezoning and any other entitlement processes required. The detail provided in a Specific Plan will also allow a more thorough understanding of the project by Staff, Planning Commission, County Legislative Body, Community Council, and interested citizens. Outlined below is an overview of a Specific Plan Process and the advantages and reasons for using this tool.



What is a Specific Plan?

A community's General Plan provides the overall guidance for physical development. It sets forth goals, objectives, policies and programs for the entire jurisdiction in a variety of subject areas specified by State law. The same subject areas are included in Specific Plans to the extent they apply, but for a localized area and in greater detail.

A specific plan is a very powerful planning and development tool that a local jurisdiction and developers can use to guide community development. The specific plan provides a bridge between the General Plan and individual project submittals, in a more area-specific manner than is possible with community wide zoning ordinances. While a combination of other tools, such as zoning and subdivision applications, conditional use permits, variances and zone changes, may, in concert, do what the specific plan accomplishes, that process alone is often cumbersome and disjointed.

The Specific Plan can call for the amendment of zoning ordinances to create more appropriate use or density designations; address specific concerns such as provisions for hillside development; and can serve as an excellent basis for development agreements. All of these procedures can be processed in a single "package" essentially creating an area plan, zoning ordinance, circulation plan, park and recreation plan and design guidelines, all tailored to particular uses in a specific geographic area.



Why a Specific Plan?

There are distinct advantages to using a specific plan over other planning tools. The specific plan as highlighted above, provides a single, comprehensive development program that is both flexible to changing needs and tailored to a specific geographic area. The ability to modify site-specific changes without engaging several layers of government each time proves a valuable asset to the property owner. The specific plan advantages are;

- Clearly articulated rules for how an area will develop;
- Built-in flexibility beyond that allowed by the typical zoning ordinances;
- More precise linkages between density, land use and public facility requirements;
- Ability to make choices that respond to changing conditions without the need for a zone change or amendment;
- The ability to tailor regulations to a particular area without changing city or county wide ordinances;
- Usefulness as the basis for a development agreement and;
- Comprehensive and cohesive integration of all aspects of development and guidance that need to be administered.



When to use a Specific Plan

Although Specific Plans can provide tremendous flexibility and vision for a development project, it is not a panacea for solving physical development problems. Nor is it a substitute for inadequate, outdated or unresponsive General Plans. The Specific Plan is exactly that, specific. It should be used to expand upon the goals and objectives already articulated in the Community General Plans, yet in a way that is more pertinent to the area in which a specific large development is proposed. In many cases, conditions exist which the General Plan cannot address. Situations in which a specific plan is appropriate and useful include:

- Where there is a complicated mixture of development conditions such as new development, deteriorated structures, vacant parcels, underutilized land, mixed uses and inconsistent and non compatible zoning designations;
- Where establishing a comprehensive phasing plan is essential, tying together the staging of new development with the provision of commensurate public facilities and improvements;
- When there is a need to incorporate considerable detail in a development plan in order to justify or make a development plan's adoption acceptable;
- When unique results or treatments are desired such as in wetland areas, historic area, downtown areas and hillside areas;
- Where unique conditions, problems or opportunities exist, such as along a watercourse passing through a community;
- Where particular permissive site development standards are needed to accommodate existing parcels or development that would not be acceptable or allowed elsewhere in the community and;
- When legal defensibility and thorough documentation of General Plan consistency are crucial and subject to probable challenge.



What Elements make up a Specific Plan

The Specific Plan normally consists of certain standardized sections that may be further augmented by other topics that pertain to a particular project area. The Specific Plan's actual content will be established through a process which entails analysis of information, public input and jurisdiction review. Through these processes, certain main ideas will emerge as central themes of the plan. Only after thorough investigation, research and project planning can these elements be brought together to form the Specific Plan. However, there are certain elements which every Specific Plan must address.

- Development plan or proposed development project;
- Circulation plan;
- Development regulation's / zoning;
- Design guidelines;
- Development policies;
- Public facilities plan; and,
- Specific plan implementation.



Listed below is the land use and other important elements that should be included in the specific plan proposal, to be prepared by the property owner/developer:

- 1. Land Use / Urban Form -**
At least three (3) alternative development proposals w/ Corresponding Zoning, Conceptual Site Plan - (Themes)
- 2. Common Design Elements**
Setting, Development Standards Concepts, Landscaping Concepts, Streetscape Concepts, and Pedestrian Pathways
- 3. Environmental Assessment**
General Topography
Hydrology
Geologic Constraints
Vegetation
- 4. Utilities and Facilities Infrastructure**
Culinary Water
Secondary Water
Sanitary Sewer
Urban Hydrology
Private Utilities
Public Facilities; i.e., schools, fire, sheriff, parks and recreation, etc.
- 5. Transportation and Infrastructure**
Existing and Future Conditions, Proposed Freeways, State Highway Status, County Highway Status, and Railroad Status
- 6. Transportation Improvement Program**
Traffic Capacity
Alternative Modes
Transportation Demand Management
- 7. Transportation Strategy Implementation**
Roadway Improvements on State Highways, Roadway Improvements on other Roadways, Railroads, Public Transportation Improvements, Site Access and Circulation Improvements



Time Limit and Effect of Plan Amendment Processing

Applicants are expected to act in a timely manner in providing the necessary submittals for review. And in turn, Salt Lake County Planning and Development Services staff will be diligent and timely with all reviews. Any application that is considered non-active (has not been pursued by the applicant) for a period of one-year shall automatically lapse and be null and void.



Summary

The advantages of using a Specific Plan to organize and orchestrate land use development are obvious. In areas that have unique situations or disorganized land use patterns and designations, the Specific Plan provides the means to ensure comprehensive development. The Specific Plan can be used to designate a specific area for particular development, customize zoning regulations and development standards, provide streamlined entitlement processes, and promote consistent and complementary development patterns. The Specific Plan has the ability to provide long range planning goals in a flexible context better suited to accommodate changing market needs. The Specific Plan provides a processing package by which future development can be accommodated more easily.

The Specific Plan shall be used for our review and consideration as part of your request for a General Plan Amendment and compliance with other administrative requirements necessary to accommodate your future development plans for the subject property. This approach will create a single set of documents which can be referenced by staff, Planning Commission, County Legislative Body and residents. Such material can also provide the information and guarantees that the development will be entitled and constructed in the manner presented. If you have any questions, comments or require further assistance, please contact the Salt Lake County Planning and Development Services Division at 801.468-2074.

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