Salt Lake County
Public Works Department

Planning and Development Services Division

Planning Process - Flow Chart

FOUR WEEKS | **FOUR WEEKS**

Preparation Stage

CONCEPTUAL PRE-SUBMITTAL IS PRESENTED FOR CONSIDERATION

- Inform Applicant of Issues, Processing, and Fees
  Planner Insures that the Application is Complete Pre-Submittal Fees Are Paid, File Assigned to Planner
- Planner Coordinates & Works w/ Applicant & Agencies
  RFR's Sent
  Staff Field Trip
  Meeting Packets are Prepared
- Public Notice of Planning Commission Meeting Sent to Property Owners and Community Council

Pre - Submittal, Scoping (Issues Identification) Stage

1. **PRE-SUBMITTAL MEETING**
   - Applicant Receives Checklist of Agency Concerns, Issues, etc.
   - Planner Coordinates & Works w/ Applicant & Agencies

2. **PLANNING COMMISSION PUBLIC MEETING** *Review Only*
   - Applicant, Community Council & Public Input
   - Staff Answers Pdicy and Ordinance Questions
   - Applicants Acknowledgement of All Issues to be Addressed

Applicant is Encouraged to Attend Community Council Mtg.

Community Council:

A Community Council is provided an opportunity to comment on planning and zoning applications within their area. A Community Council recommendation is important to the Planning Commission review for all development applications. Please contact the appropriate Community Council and meet with them early in the process to avoid any unnecessary delays.

The Applicant is now Responsible for Preparation of the Formal Application Materials Based on the Issues, Requirements & Concerns Raised in the Pre-Submittal Stage

NOTE: The amount of time it will take to process your application depends on how quickly you respond to additional information that may be required by staff or other agencies, attending the Community Council meeting and Planning Commission meeting.

- Complete Application is Submitted
- Planner Reviews Application Materials
- Incomplete Application Not Accepted, Does Not Address All Issues from the Pre-Submittal Review, Applicant Makes Revisions and Resubmits

6 Month Limit
Subjct to ordinance amendments that may occur

Application Compliance Stage & Planning Commission Recommendation /Decision

3. **COMPLETE AND DETAILED APPLICATION IS ACCEPTED**
   - All Remaining Fees are Paid
   - Notice of Planning Commission Meeting Sent to Property Owners and Community Council

4. **INFORMATION SENT TO REVIEWING AGENCIES**
   - Planner Coordinates & Works w/ Applicant & Agencies
   - Verification of Compliance & Site Plan Review

     Agencies:
     Engineering & Urban Hydrology
     County Traffic Engineer, UDOT
     City-County Health
     Grading Engineer
     County Geologist
     Fire / Sheriff Department
     Parks & Recreation
     Others if applicable

5. **PLANNING COMMISSION PUBLIC HEARING & DECISION**
   - Staff Presentation and Recommendation
   - Applicant's Presentation
   - Community Council and Public Input

Role of the Planning and Development Services Staff and Other Agencies

Various agencies are required to review development plans to ensure compliance with applicable Federal, State and Local ordinance requirements and to make recommendations to Commissions and Boards.

Role of the Planning Commission

The seven members of this appointed and/or elected Commission are authorized to approve or deny conditional use permits, prepare and make recommendations to the County Council and Mayor regarding general plans and/or amendments, ordinance amendments, zoning map amendments, and subdivision plats.

Completion Stage & Proceed to Next Process

- **PLANNING COMMISSION FINAL DECISION** Letters sent to Applicant, Community Council, etc
  - Appeal Process by Applicant or Other Party
- **PLANNING COMMISSION PROCESS COMPLETED** Forward to the Next Process
  - **Permitting Process**
  - **County Mayor's Process**
  - **County Council Process**
  - **Board of Adjustment Process**

Revised: June 2, 2006