



PLANNING PROCESS //

ADMINISTRATIVE INTERPRETATION

ABOUT THE APPLICATION

Thank you for your interest in submitting an Administrative Interpretation application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

We highly encourage you to work with our Planning staff prior to submitting an application. For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at zoning@slc.gov or give us a call at 801.535.7757.



PLANNING DIVISION
451 SOUTH STATE STREET ROOM 406
PO BOX 145480
SALT LAKE CITY, UT 84114-5480

[SLC.GOV/PLANNING](https://slc.gov/planning)
ZONING@SLC.GOV
TEL 801-535-7757

PURPOSE & INTENT OF THE PROCESS



We recognize that the Zoning Ordinance cannot address every specific situation to which these provisions may have to be applied. The purpose of the administrative interpretation is to provide **clarification on a specific provision** considering the purposes for which those provisions were created. The intent of this process is to allow authoritative application to specific cases, and it is not intended to add to or change the essential content of this title.

An administrative interpretation may also be requested for a historic status determination for properties located within the Historic Preservation Overlay district, as outlined in section [21A.34.020.D](#) of the zoning code

WHO CAN REQUEST AN ADMINISTRATIVE INTERPRETATION?

Because the process is meant for specific applications of the provisions of the code, only a property owner having need for an interpretation or a property owner's authorized agent can request an administrative interpretation.

CONSULTATION



If you have questions regarding the Administrative Interpretation regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slc.gov or give us a call at 801-535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.

PROCESS TIMELINE

TIME FRAME

 4 WEEKS

- APPLICANT
- STAFF




APPLICATION RECEIVED

Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.



PLANNER ASSIGNED

Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).

 14 days



DECISION LETTER

Letter is issued with Zoning Administrator's decision and findings.

 21 days




RESEARCH

Planner reviews the request, studies the issue and consults with Zoning Administrator.



APPEAL PERIOD

Any person adversely affected may file an appeal within 10 days of the decision.

 10 days

DISCLAIMER: APPLICATION TIME FRAMES MAY VARY DEPENDING ON CURRENT WORKLOAD AND COMPLEXITY OF APPLICATIONS. INCOMPLETE OR MISSING INFORMATION ON DRAWINGS AND APPLICATION FORMS WILL DELAY THE PROCESS.

ADMINISTRATIVE INTERPRETATION

IMPORTANT INFORMATION



CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at zoning@slc.gov.



SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



REQUIRED FEES

- **\$81** filing fee.
- Additional **\$61** per hour if research extends beyond the first hour.

APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

ADDRESS OF SUBJECT PROPERTY

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY *(*owner's consent required)*

☐ Owner ☐ Architect* ☐ Contractor* ☐ Other*

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER *(if different from applicant)*

PHONE

MAILING ADDRESS

EMAIL

OFFICE USE

CASE NUMBER

RECEIVED BY

DATE RECEIVED

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY THE PROJECT PLANNER TO ENSURE ADEQUATE INFORMATION IS PROVIDED FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERING DRAWINGS, FOR THE PURPOSES OF PUBLIC REVIEW BY ANY INTERESTED PARTY.

ACKNOWLEDGMENT OF RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the assigned planner from the Planning Division. I acknowledge that a complete application includes all of the required submittal requirements and provided documents comply with all applicable requirements for the specific applications. I understand that the Planning Division will provide, in writing, a list of deficiencies that must be satisfied for this application to be complete and it is the responsibility of the applicant to provide the missing or corrected information. I will keep myself informed of the deadlines for submission of material and the progress of this application.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Planning Division and posted on the Division website when it has been finalized.

NAME OF APPLICANT

EMAIL

MAILING ADDRESS

PHONE

APPLICATION TYPE

SIGNATURE

DATE

LEGAL PROPERTY OWNER CONSENT

If the applicant is not the legal owner of the property, a consent from property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

Affirmation of sufficient interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

LEGAL DESCRIPTION OF SUBJECT PROPERTY

NAME OF OWNER

EMAIL

MAILING ADDRESS

SIGNATURE

DATE

-
1. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
 2. If a joint venture or partnership is the fee owner, attach copy of agreement authorizing action on behalf of the joint venture or partnership.
 3. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH CODE CHAPTER 76-8, PART 5. SALT LAKE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK	STAFF	REQUIREMENTS (21A.12.040.A)
<input type="radio"/>	<input type="radio"/>	A narrative that includes: <ul style="list-style-type: none">The sections of the zoning ordinance for which an interpretation is sought.The facts of the specific situation giving rise to the request for an interpretation.The interpretation the applicant believes to be correct.
<input type="radio"/>	<input type="radio"/>	Land use interpretations must also include: <ul style="list-style-type: none">A complete description of the proposed use.The use classification the applicant thinks is the most similar to the proposed use.Documents, statements, and other evidence demonstrating that the proposed use will comply with all use limitations established for the district.
<input type="radio"/>	<input type="radio"/>	Supporting Evidence: <ul style="list-style-type: none">Drawings, images, or other documents that clarify and support the applicant's interpretation.
<input type="radio"/>	<input type="radio"/>	For Historic Status Determinations (21A.34.020.D.6) <ul style="list-style-type: none">Current and historic photographs.Any historic resource surveys and reports on record in the Planning Division or the Utah State Historic Preservation Office.Description of any alterations to the structure and the date of approval for any alterations.The historic status rating the applicant believes to be correct. For a change in status, the narrative shall include considerations in Subsection 21A.34.020.D.7 or an intensive level historic resource survey.
<input type="radio"/>	<input type="radio"/>	RECOMMENDED Legal lot interpretations must also include: <ul style="list-style-type: none">Information regarding the lot/parcel's original creation date, such as a copy of the original deed or recording information (Book/Page/Entry No/Date) of such record. Prior property deeds and recording information can be found with research at the Salt Lake County Recorder's Office. A title company can also perform such research. Requests received without such documentation may take an extended amount of time and are subject to an additional research fee.

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

DISCLAIMER: I ACKNOWLEDGE THAT SALT LAKE CITY REQUIRES THE ITEMS ABOVE TO BE SUBMITTED BEFORE MY APPLICATION CAN BE PROCESSED. I UNDERSTAND THAT PLANNING WILL NOT ACCEPT MY APPLICATION UNLESS ALL OF THE FOLLOWING ITEMS ARE INCLUDED IN THE SUBMITTAL PACKAGE.