



PLANNING PROCESS // ALLEY VACATION OR CLOSURE

ABOUT THE APPLICATION

Thank you for your interest in submitting an Alley Vacation or Closure 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@slcgov.com or give us a call at 801.535.7757.



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WHAT IS AN ALLEY VACATION OR CLOSURE?

As part of the subdivision process, early developers were required to create alleys which were then deeded to the City. They were used for coal delivery, garbage pickup and other services. They also allowed access to garages. Today, when an alley is shown on a plat as a public right of way, it means the City is the owner. In situations where it can be demonstrated that there is an over-riding public purpose for vacating the alley, the City may relinquish its property interest in the alley.

When an alley is next to or abuts a single family or duplex residential property, the City vacates the alley, divides it in half, and the property is conveyed to the abutting property owners. If an alley is next to or abuts a non-residential, or multifamily residential (3 or more dwelling units) property, the City may close the alley and then sell the land at fair market value to the abutting property owners.

WHAT THE CITY CONSIDERS BEFORE AN ALLEY VACATION OR CLOSURE

14.52.020: POLICY CONSIDERATIONS

The City will not consider disposing of its interest in an alley, in whole or in part, unless it receives a petition in writing which demonstrates that the disposition satisfies at least one of the following policy considerations:

- A. Lack Of Use:** The City's legal interest in the property appears of record or is reflected on an applicable plat; however, it is evident from an on site inspection that the alley does not physically exist or has been materially blocked in a way that renders it unusable as a public right-of-way;
- B. Public Safety:** The existence of the alley is substantially contributing to crime, unlawful activity, unsafe conditions, public health problems, or blight in the surrounding area;
- C. Urban Design:** The continuation of the alley does not serve as a positive urban design element;
- D. Community Purpose:** The petitioners are proposing to restrict the general public from use of the alley in favor of a community use, such as a neighborhood play area or garden.

14.52.030: FACTORS CONSIDERED:

1. All other relevant City departments have no objection to the proposal;
2. The petition meets at least one of the policy considerations stated above;
3. The vacation will not deny access or parking to any adjacent property;
4. The vacation will not result in any property being landlocked;
5. The vacation will not result in a use of the alley property which is otherwise contrary to the policies and goals of the City;
6. No abutting property owner intends to build a garage requiring access from the alley;
7. The petition is for an entire alley, rather than a small segment of it; and
8. The alley is not necessary for actual or potential rear access to residences or for accessory use.



CONSULTATION

If you have questions regarding the Alley Vacation or Closure regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slcgov.com 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

🕒 6 - 12 MONTHS

- 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).

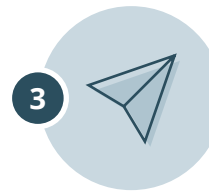
🕒 14 days



APPLICATION MODIFICATIONS

Modifications based on public input & City Department review comments (if needed, applicant must submit updates). Minor issues will be conditions of approval.

🕒 45 days



PUBLIC NOTICE

Public notices sent to nearby neighbors, property owners and Community Councils (when required by ordinance). Application routed to City Departments for review.



PLANNING COMMISSION

Public hearing scheduled and held, notices sent, staff report produced and commission recommendation made.

🕒 21 days



TRANSMITTAL OF COMMUNITY AND NEIGHBORHOODS (CAN)

Commission minute approval and public record are assembled by staff. After review, the package is transmitted to City Council.

🕒 21 days



CITY COUNCIL PROCESS

City Council holds a briefing with staff during work session. Public hearing and action follows. Timeline determined by City Council office.

www.slc.gov/council

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.

ALLEY VACATION OR CLOSURE

IMPORTANT INFORMATION



CONSULTATION

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



SUBMISSION

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



REQUIRED FEES

- **\$303** filing fee.
- Additional required notice fees will be assessed after application is received.

APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

LOCATION OF ALLEY

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.

SUBMITTAL REQUIREMENTS

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 ([14.52.030.A](#))

A letter explaining why you are requesting this alley vacation or closure.

- The letter must include a discussion about the policy considerations and factors outlined in [page 2](#).

The name, address and signatures of all abutting property owners who support the petition.

- Petition must include the signatures of no less than 75% of the abutting property owners.
- Signatures should be from the property owners and not from the property renters.
- You may use the form attached to this application or provide your own form with signatures.

RECOMMENDED

A Parcel map showing the area of the proposed alley vacation or closure:

- Highlight the area of the proposed alley vacation or closure.
- Indicate with colored dot the property owners who support the petition.
- Submit a digital (PDF) copy of the map.

A written description with measurements of the proposed alley vacation or closure.

- A final legal description prepared by a licensed engineer will be required later.

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.

PETITION FOR ALLEY VACATION OR CLOSURE



APPLICANT INFORMATION

NAME OF APPLICANT DATE

ADDRESS OF APPLICANT

DISCLAIMER: AS AN OWNER OF PROPERTY ADJACENT TO THE ALLEY, I AGREE TO THE PROPOSED VACATION OR CLOSURE. I UNDERSTAND THAT IF MY PROPERTY IS A COMMERCIAL BUSINESS OR A RENTAL PROPERTY WITH MORE THAN THREE (3) DWELLING UNITS, I WILL BE REQUIRED TO PAY FAIR MARKET VALUE FOR MY HALF OF THE ALLEY.

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PRINT NAME ADDRESS SIGNATURE DATE

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