



# Alley Vacation or Closure

SALT LAKE CITY PLANNING

## OFFICE USE ONLY

Received By:	Date Received:	Project #:
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Project Name:

## PLEASE PROVIDE THE FOLLOWING INFORMATION

Location of the Alley:

Name of Applicant:	Phone:
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Address of Applicant:

E-mail of Applicant:	Cell/Fax:
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Applicant's Interest in Subject Property:

Owner     Contractor     Architect     Other:

Name of Property Owner abutting the alley (if different from applicant):

E-mail of Property Owner:	Phone:
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**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.

## AVAILABLE CONSULTATION

Planners are available for consultation prior to submitting this application. Please email [zoning@slcgov.com](mailto:zoning@slcgov.com) if you have any questions regarding the requirements of this application.

## WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online.

## REQUIRED FEE

Filing fee of **\$269**  
Plus additional fee for required public notices will be assessed after application is submitted.

## SIGNATURE

➔ If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent:	Date:
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**SUBMITTAL REQUIREMENTS**

Staff Review

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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**Please include with the application:** (please attach additional sheets electronically)

1. A letter explaining why you are requesting this alley vacation or closure.
2. A Sidwell map showing the area of the proposed alley vacation or closure. On the map please:
  - a. Highlight the area of the proposed alley vacation or closure.
  - b. Indicate with colored dot the property owners who support the petition.
  - c. Submit a digital (PDF) copy of the map.
3. 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.
4. The name, address and signatures of all abutting property owners who support the petition.
  - Petition must include the signatures of no less than 80% 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.

**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, the City is officially the owner of these alleys. 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 VACATING OR CLOSING AN ALLEY [Section 14.52.020](#)**

1. The City police department, fire department, transportation division, and all other relevant City departments have no reasonable objection to the proposed disposition of the property;
2. Granting the petition will not deny sole access or required off-street parking to any property adjacent to the alley;
3. Granting the petition will not result in any property being landlocked;
4. Granting the petition will not result in a use of the alley property which is otherwise contrary to the policies of the City, including applicable master plans and other adopted statements of policy which address, but which are not limited to, mid-block walkways, pedestrian paths, trails, and alternative transportation uses;
5. No opposing abutting property owner intends to build a garage requiring access from the property, or has made application for a building permit, or if such a permit has been issued, construction has been completed within 12 months of issuance of the building permit;
6. The petition furthers the City preference for disposing of an entire alley, rather than a small segment of it; and
7. The alley property is not necessary for actual or potential rear access to residences or for accessory uses.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

\_\_\_\_\_ 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 TO VACATE OR CLOSE AN ALLEY

Name of Applicant:

Address of Applicant:

Date:

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.

Print Name Address Signature Date

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