



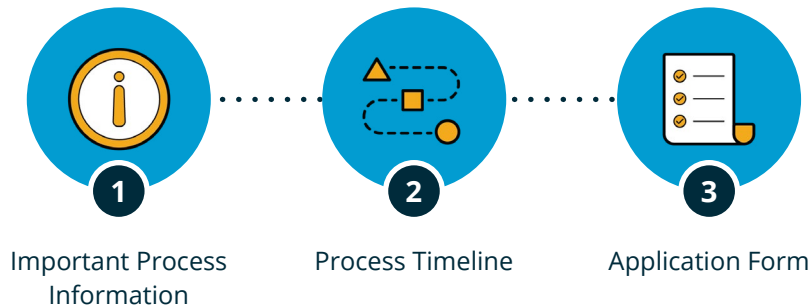
PLANNING PROCESS //

ANNEXATION TO SALT LAKE CITY

ABOUT THE APPLICATION

Thank you for your interest in submitting an Annexation to Salt Lake City application. The following packet will provide general information to get started on your project and guide you through the process of the application 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.



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@SLCGOV.COM
TEL 801-535-7757

PURPOSE & INTENT OF THE PROCESS

Annexation petition - Petition under Section 10-2-403 proposing the annexation to a municipality of a contiguous, unincorporated area that is contiguous to the municipality.

LIMITATIONS

An unincorporated area may not be annexed to a municipality unless:

- i. the unincorporated area is a contiguous area;
- ii. the unincorporated area is contiguous to the municipality;
- iii. annexation will not leave or create an unincorporated island or unincorporated peninsula:
 - A. except as provided in Subsection 10-2-418(3);
 - B. except where an unincorporated island or peninsula existed before the annexation, if the annexation will reduce the size of the unincorporated island or peninsula; or
 - C. unless the county and municipality have otherwise agreed; and
- iv. for an area located in a specified county, the area is within the proposed annexing municipality's expansion area.

PROCESS TIMELINE

The timeline for this process varies. Please consult with the Planning Division for more information.

CONSULTATION

If you have questions regarding the Annexation to Salt Lake City 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 every Thursday afternoon from 1:30 pm to 3:30 pm.

ANNEXATION TO SALT LAKE CITY

IMPORTANT INFORMATION



CONSULTATION

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



SUBMISSION

Submit your application online through the [Citizen Access Portal](#) & email recorderrouting@slcgov.com a copy, using the subject line "Annexation Application".



REQUIRED FEES

- **\$1,578** filing fee.
- Additional required notice fees will be assessed after application is received.

APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

ADDRESS OF SUBJECT PROPERTY

REQUEST

IS THE SUBJECT AREA BORDERING THE CURRENT BOUNDARIES OF SALT LAKE CITY? ☐ No ☐ Yes

NAME OF SPONSOR

PHONE

MAILING ADDRESS

EMAIL

SPONSOR'S INTEREST IN PROPERTY

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
<input type="checkbox"/>	<input type="checkbox"/>	Letter requesting the Annexation: <ul style="list-style-type: none">A letter requesting the Annexation should be addressed to the Mayor of Salt Lake City.
<input type="checkbox"/>	<input type="checkbox"/>	Answers to the following questions (as attachment): <ul style="list-style-type: none">What is the current use of the land?What services are currently provided by another municipality, county, or special district?Please identify any legal or factual barriers that would negatively affect the probability of annexation of the subject property?
		REQUIREMENTS (10-2-403(3))
<input type="checkbox"/>	<input type="checkbox"/>	A Sidwell map of the area.
<input type="checkbox"/>	<input type="checkbox"/>	List of the affected entities and copy of the notice sent.
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of all property owners within the annexation area.
<input type="checkbox"/>	<input type="checkbox"/>	Petition with signatures of property owners who support the Annexation. <ul style="list-style-type: none">Signatures should be from the property owners and not from the property renters.The petition should include the majority of all property owners.
<input type="checkbox"/>	<input type="checkbox"/>	Annexation Plat which must include the following (17-23-20(4)(f)): <ul style="list-style-type: none">Prepared and certified by a licensed land surveyor;Accurately drawn to scale;Complete legal description the area;Total acreage of the area; andSignature blocks for City Engineer, City Attorney, City Recorder, & Salt Lake County Recorder.
<input type="checkbox"/>	<input type="checkbox"/>	If the petition proposes a cross-county annexation please review UCA 10-2-402.5 and 10-2-402.5(4)(a)(ii)(A) concerning additional requirements.

FILLING WITH SALT LAKE COUNTY CLERK’S OFFICE

PLEASE NOTE THAT A COPY OF THE COMPLETE APPLICATION MUST ALSO BE FILED WITH THE SALT LAKE COUNTY CLERK’S OFFICE FOLLOWING RECEIPT AT THE CITY RECORDER’S OFFICE. THE COUNTY CLERK’S OFFICE IS LOCATED AT: 2001 SOUTH STATE STREET, ROOM S-1100.

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.

DATE _____