



Annexation to Salt Lake City

SALT LAKE CITY PLANNING

OFFICE USE ONLY

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

PLEASE PROVIDE THE FOLLOWING INFORMATION

Is the subject area bordering the current boundaries of Salt Lake City? Yes No

Request:

Location of Subject Property:

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:

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 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 **\$1,344**
Plus, additional fee for required public notices will be assessed after the 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

1. Letter requesting the Annexation

1. A letter requesting the Annexation should be addressed to the Mayor of Salt Lake City.

2. Please answer the following questions on an attached sheet/s:

1. What is the current use of the land?
2. What services are currently provided by another municipality, county, or special district?
3. Please identify any legal or factual barriers that would negatively affect the probability of annexation of the subject property?

3. Please include with the application:

1. A digital Sidwell map of the area.
2. A digital (PDF) copy of the Annexation Plat.
3. The Annexation Plat should show the following:
- a. that it has been prepared and certified by a licensed land surveyor;
 - b. accurately drawn to scale;
 - c. a complete legal description of the area;
 - d. total acreage of the area; and
 - e. signature blocks for the City Engineer, City Attorney, City Recorder, and Salt Lake County Recorder.
4. Name and address of all property owners.
5. Petition with signatures of property owners who support the Annexation.
- Signatures should be from the property owners and not from the property renters.
 - The petition should include the majority of all property owners.

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 at: 2001 South State Street, Room S-1100

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 ANNEX PROPERTY INTO SALT LAKE CITY JURISDICTION

Name of Applicant:

Address of Applicant:

Date:

As an owner of property supporting the Annexation into Salt Lake City Jurisdiction, I agree to the proposed annexation.

<i>Print Name</i>	<i>Address</i>	<i>Signature</i>	<i>Date</i>
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