



PLANNING PROCESS // **CONDITIONAL USE**

ABOUT THE APPLICATION

Thank you for your interest in submitting a Conditional Use 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.



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PURPOSE & INTENT OF THE PROCESS

A conditional use is a land use which, because of its unique characteristics or potential impact, may not be compatible or may be compatible only if certain conditions are required that mitigate or eliminate the negative impacts. Those land uses are listed with a “C” in Land Use Tables of each zoning district, according to [21A.33](#).

According to state and city code, conditional uses are allowed uses unless appropriate conditions cannot be applied to mitigate adverse impacts. Approval of a conditional use requires review of its location, design, configuration, and impact to determine the desirability of allowing it on a site. Whether the use is appropriate requires weighing of public need and benefit against the local impact, taking into account the applicant’s proposals to mitigate adverse impacts through site planning, development techniques, and public improvements.

STANDARDS

[21A.54.030](#): CATEGORIES OF CONDITIONAL USES:

Conditional uses may be decided administratively or by the planning commission

- A. Planning Commission:
 - a. Conditional uses located within a residential zoning district;
 - b. Conditional uses abutting a residential zoning district or residential use; or
 - c. Conditional uses that require planned development approval.
- B. Administrative Hearing:
 - a. Low power wireless telecommunication facilities listed as conditional uses;
 - b. Utility buildings and structures listed as conditional uses;
 - c. All other conditional uses not included above.



[21A.54.080](#): STANDARDS FOR CONDITIONAL USES:

1. The use complies with applicable provisions of the code;
2. The use is compatible, or with conditions of approval can be made compatible, with surrounding uses;
3. The use is consistent with adopted city planning policies, documents, and master plans; and
4. The anticipated detrimental effects of a proposed use can be mitigated by the imposition of reasonable conditions.

The full Conditional Use code can be found in Chapter [21A.54](#).



CONSULTATION

If you have questions regarding the Conditional Use 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

🕒 2 - 3 MONTHS

- APPLICANT
- STAFF



1

APPLICATION RECEIVED

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



2

PLANNER ASSIGNED

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

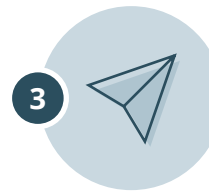
🕒 14 days



4

APPLICATION MODIFICATIONS

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



3

PUBLIC NOTICE

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

🕒 45 days



5

PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced.



6

DECISION & APPEAL PERIOD

Public hearing held and decision made. 10 day appeal period starts after decision.

🕒 10 days



7

BUILDING PERMIT PROCESS

Start of building permit process.
Time frames determined by Building Services.
www.slc.gov/buildingservices

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.

CONDITIONAL USE

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

- **\$856** filing fee.
- Additional required notice fees will be assessed after application is received.

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.

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.

REQS.

STAFF

REQUIREMENTS



A narrative that describes the general operations of the proposed use, including answers to the following questions:

- What are the anticipated hours of operation?
- What are the anticipated peak hours for the proposed use? Peak hours refer to the hours of the day with the highest number of customers, employees, deliveries, or activities.
- Is there any anticipated outdoor activity associated with the use?
- Is there enough space on the site to provide adequate movement, queueing, and storing of vehicles? The space should be based on the anticipated trip generation of similar uses in a similar environment either in Salt Lake City or in similar cities.
- How will the waste generated by the use be stored and handled on site? How will it be removed from the site?
- What is the anticipated amount of water consumption of the proposed use?
- What is the anticipated level of emissions generated by the proposed use?
- Are there trees with a trunk circumference greater than 6 inches on the property that will be removed?
- What is the anticipated amount of grading required for the proposed development? Does it include the moving or removing of any pollutant or contaminant in the soil from the site?
- Will the proposed use produce any dust, odor, smoke, noise, vibrations, or use any chemicals, toxins, heat, or radiation? If so, how will the impact be addressed? Has the applicant been in contact with the regulatory agency that regulates the specific impact?
- Are the locations of all utility needs identified on the site plan and located to avoid creating a hazardous situation? Have utility providers been made aware of the proposed use and is there any information about utility needs?



An analysis of how the proposal might affect adjacent uses, including answers to the following questions:

- What are the land uses adjacent to the property (abutting and across-the-street properties)?
- Are exterior lights located and shielded to direct light away from adjacent uses and downwards (not directed to the sky)?
- Are there access conflicts caused by the location or proximity of walkways, sidewalks, driveways, public streets or public spaces? Are there access conflicts caused by the any proposed or existing structure on the property or adjacent to the property?
- How will the proposed use be separated from adjacent land uses? What screening or buffering features will be provided to reduce any impact identified in these questions?

SUBMITTAL REQUIREMENTS

REQS.

STAFF

CONTINUED REQUIREMENTS

A Response to standards ([21A.54.080](#)) **found on** [page 2](#).

Site Plan.

- *Site plan* (see [Site Plan Requirements](#) flyer for further details).

Other Drawings.

- *Floor plans drawn to scale identifying the use and size of the interior space(s).*
- *Elevations, sections, and details drawn to scale, if applicable.*

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.