



HISTORIC PRESERVATION //

CHARACTER

CONSERVATION DISTRICT

ABOUT THE APPLICATION

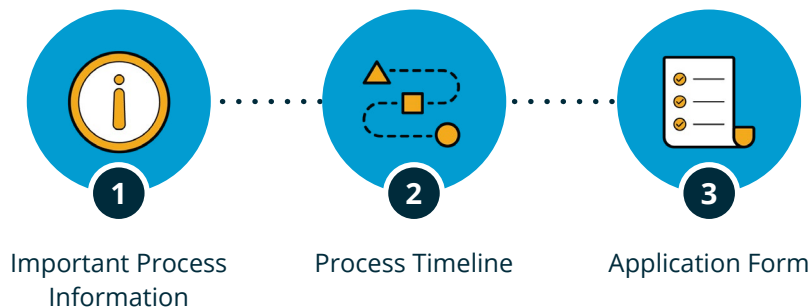
Thank you for your interest in submitting a Historic Preservation (HP): Character Conservation District application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish.

The package is broken down into three sections: Important information about the application, a visual diagram of the application process, and the application form.

BEFORE SUBMITTING AN APPLICATION

A pre-submittal meeting for all designations is required.

For questions regarding any of the information listed in this packet and to set up a pre-submittal meeting please contact us at historicpreservation@slcgov.com or give us a call at 801.535.7757.



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PURPOSE & INTENT OF THE PROCESS

The designation of a Character Conservation District recognizes an area with a distinct physical character and creates specific design standards for development to apply within the boundaries of such district. The intent of the process is to protect neighborhood character and ensure development is compatible and in character with the area.

Specific purposes of character conservation districts for residential neighborhoods and commercial districts are as follows:

1. To protect and strengthen desirable and unique physical features, design characteristics, and recognized identity and charm.
2. To promote and provide for economic revitalization.
3. To protect and enhance the livability of the city.
4. To reduce conflict and prevent blighting caused by incompatible and insensitive development and to promote new compatible development.
5. To stabilize property values.
6. To provide residents and property owners with a planning tool for future development.
7. To promote and retain affordable housing.
8. To encourage and strengthen civic pride.

Character Conservation Districts are different from Local Historic districts. While both districts are created to preserve a community's physical attributes, a character conservation district does not focus on historic fabric and may include development controls as well as design review.

CHARACTER CONSERVATION DISTRICT STANDARDS ([21A.35.080](#))

A decision to create a character conservation district is a matter committed to the legislative discretion of the city council and is not controlled by any one standard.

- A. In making its decision concerning creation of a character conservation district, the city council should consider the following factors:
 1. The proposed character conservation district is an established area with shared distinguishing characteristics, which may include architecture, geography, development, services, and interests.
 2. The proposed character conservation district is a logical neighborhood unit with a closely settled development pattern on similar sized parcels.

PRE-SUBMITTAL MEETING

If you have questions regarding the HP: Character Conservation District regulations or process, please contact the Salt Lake City Planning Counter staff at historicpreservation@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

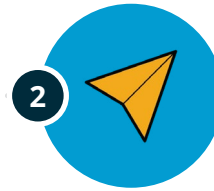
 TBD

- APPLICANT
- STAFF



PRE-SUBMITTAL MEETING

Required before submitting an application to discuss the process with Planning Staff.



CITY NOTICE TO PROPERTY OWNERS

Before an application can be submitted a notice will be sent to property owners within the proposed designation. Start of 90-day clock to submit an application.

 90 days



APPLICATION SUBMITTED

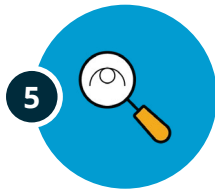
Must be submitted within 90-days of the City Notice to Property Owners being mailed.

 within 90-days



SIGNATURE GATHERING FOR APPLICATION REQUIREMENTS

Signatures cannot be collected before step 2. 33% of property owners within the proposed designation must consent to apply.



PLANNER ASSIGNED

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

 14 days



NOTICE OF APPLICATION

Sent to property owners within the proposed designation.

CONTINUED



PLANNING DIRECTOR REPORT TO CITY 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.

PROCESS TIMELINE CONTINUED



APPEAL INFORMATION

Any party adversely affected by the decision of the City Council may, within 30 days, file an appeal to the District Court pursuant to the Municipal Land Use Development and Management Act, section 10-9a-801, of the Utah Code Annotated.

REFERENCE

For additional information on requirements for each step, please see section [21A.34.020.C](#) in the SLC Zoning Ordinance.

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IMPORTANT INFORMATION



PRE-SUBMITTAL

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



SUBMISSION

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

APPLICANT INFORMATION

REQUEST

GENERAL AREA OF DISTRICT

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY

☐ Authorized Agent ☐ City Council ☐ Mayor ☐ Other

IF OTHER, PLEASE LIST

OFFICE USE

DISTRICT NAME

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 (21A.35.040)
<input type="checkbox"/>	<input type="checkbox"/>	Signature Gathering: <ul style="list-style-type: none">Property owners with fifteen percent (15%) support of the property owners within the proposed district. A property owner or owners would have six (6) months to collect signatures and submit an application to the city. The six (6) month time period begins when the first signature is obtained.
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Justification: <ul style="list-style-type: none">Statement of justification that identifies the factors which make the area of request eligible for character conservation district classification as per the determination of eligibility listed in section 21A.35.070 of the Zoning Ordinance; andExplains in detail how and why such a classification would be in the best interest of the city as a whole.
<input type="checkbox"/>	<input type="checkbox"/>	Written Description: <ul style="list-style-type: none">A written description of the character defining features of the area as seen from the public right-of-way. Character defining features may include, but are not limited to, architecture or architectural features, mass and scale of buildings, streetscape, building orientation, landscaping, types of signs, sidewalk improvements, public art, or other items that contribute to the overall character of the area.
<input type="checkbox"/>	<input type="checkbox"/>	List of Property Owners: <ul style="list-style-type: none">A list of the names, site address & mailing address of all property owners in the area of request.
<input type="checkbox"/>	<input type="checkbox"/>	Map of Proposal: <ul style="list-style-type: none">A map showing the area of the proposed character conservation district.
		RECOMMENDED
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the Area: <ul style="list-style-type: none">Include photographs detailing the character defining features found in the area.

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 _____