



HISTORIC PRESERVATION //

DESIGNATION OF LANDMARK SITE

ABOUT THE APPLICATION

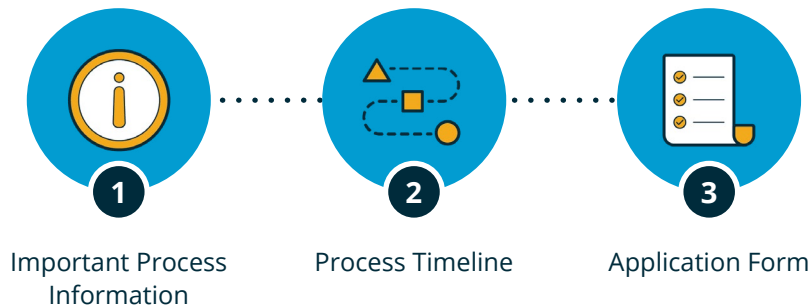
Thank you for your interest in submitting a Historic Preservation (HP): Designation of Landmark Site application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish.

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@slc.gov 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)
[HISTORICPRESERVATION@SLC.GOV](mailto:historicpreservation@slc.gov)
TEL 801-535-7757



PURPOSE & INTENT OF THE PROCESS

Landmark Sites can be an individual building, structure or feature or an integrated group of buildings, structures or features on a single lot or site having exceptional importance to the City, State, region or Nation and impart high artistic, historic or cultural values. A Landmark Site clearly conveys a sense of time and place and enables the public to interpret the historic character of the site.

Salt Lake City will consider the designation of a Landmark Site in order to protect the best examples of historic resources which represent significant elements of the City's prehistory, history, development patterns or architecture.



PRE-SUBMITTAL MEETING

A pre-submittal meeting for all designations is required prior to submitting this application. To request a pre-submittal meeting please contact the Planning Counter by email at historicpreservation@slc.gov or give us a call at 801.535.7757.

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.



APPLICATION SUBMITTED

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



PLANNING DIRECTOR REPORT TO CITY COUNCIL

 14 days



PLANNER ASSIGNED

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



NOTICE OF APPLICATION

Early notification letter sent to property owners and recognized organizations.



COMMUNITY OUTREACH

Property owner meeting and Open House.



CITY COUNCIL

Public Hearing and Decision. If the designation is approved, the city will send a notice of designation to all affected property owners. Notice must be recorded with the County Records Office for all lot or parcels within the designated area.



COMMISSION MEETINGS

Public Hearings with HLC and PC scheduled. Commissions will make a recommendation.

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.

HP // DESIGNATION OF LANDMARK SITE

IMPORTANT INFORMATION



PRE-SUBMITTAL

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



SUBMISSION

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

APPLICANT INFORMATION

DATE OF PRE-SUBMITTAL

TYPE OF APPLICATION

☐

New Landmark Site

☐

Amend Existing Landmark Site

PROJECT NAME (OPTIONAL)

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY *(*owner's consent required)*

☐

Owner

☐

Owner's Representative*

☐

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.

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.34.020.C.3) |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Pre-Submittal Meeting:</p> <ul style="list-style-type: none">To request a pre-submittal meeting please contact the Planning Counter by email at historicpreservation@slc.gov or give us a call at 801.535.7700. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>RECOMMENDED</p> <p>Project Description:</p> <ul style="list-style-type: none">Provide a written description of the proposed local landmark site, including the proposed boundary. The description should include a discussion regarding how the proposed designation meets the following criteria:<ol style="list-style-type: none">Significance in local, regional, state or national history, architecture, engineering or culture, associated with at least one of the following:<ul style="list-style-type: none">Events that have made a significant contribution to the important patterns of history, orLives of persons significant in the history of the city, region, state or nation, orThe distinctive characteristics of a type, period or method of construction, or the work of a notable architect or master craftsman, orInformation important in the understanding of the prehistory or history of SLC; andPhysical integrity in terms of location, design, setting, materials, workmanship, feeling and association as defined by the National Park Service for the National Register of Historic Places;The designation is generally consistent with the adopted planning policies of the City; andThe designation would be in the overall public interest.Sites should be of such an age which would allow insight into whether a property is sufficiently important in the overall history of the community. Typically, this is at least fifty (50) years but could be less if the property has exceptional importance.The boundaries of a landmark site shall be drawn to ensure that historical associations, and/or those which best enhance the integrity of the site comprise the boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Photographs:</p> <ul style="list-style-type: none">Historic photographs of all existing building/s, structures or site features within the proposed Landmark Site (contact the Salt Lake County Archives at archives@saltlakecounty.gov or (385) 468-0820 for historic photographs and information).Current photographs of all existing building/s, structures or site features within the proposed Landmark Site |

| CHECK | STAFF | RECOMMENDED |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <div><div>Research Material:</div><div><ul style="list-style-type: none">Title search.Building permits card and invoice.Tax card information and photo.Biographical information or obituary for any previous owners.Information about the architect and/or builder.</div></div> |

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.