



HISTORIC PRESERVATION //

LOCAL HISTORIC DISTRICT OR THEMATIC DESIGNATION

ABOUT THE APPLICATION

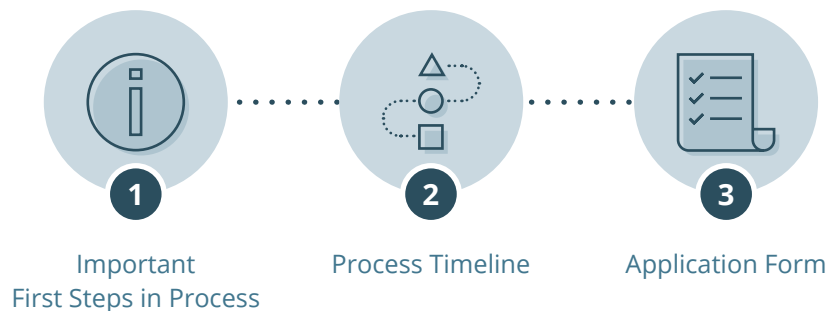
Thank you for your interest in submitting a Historic Preservation (HP): Designation application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish.

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.

After the pre-submittal meeting is held, the City is required to send notice to property owners within the proposed designation before an application can be submitted. 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.





PURPOSE & INTENT OF THE PROCESS

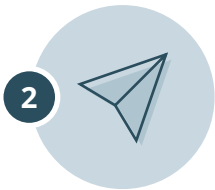
Salt Lake City will consider the designation of a local historic district or thematic designation in order to protect the best examples of historic resources which represent significant elements of the City's prehistory, history, development patterns or architecture. Designation of a local historic district or thematic designation must be in the best interest of the City and achieve a reasonable balance between private property rights and the public interest in preserving the City's cultural, historic, and architectural heritage.



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@slcgov.com 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.



CITY NOTICE TO PROPERTY OWNERS

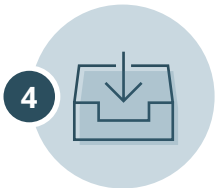
After the pre-submittal meeting is held, the City is required to send notice to property owners within the proposed LHD or thematic designation before an application can be submitted and signatures can be gathered.

The notice will start the 90-day clock for the applicant to gather signatures as indicated in the next step.



SIGNATURE GATHERING

To initiate a petition, more than 33% of property owners of lots or parcels within the proposed boundaries need to sign in support of initiating the petition. Signatures cannot be gathered before the City Notice to Property Owners is sent.



APPLICATION SUBMITTAL

An application must be submitted within 90-days after the date that the City Notice to Property Owners was mailed. If the application is not received within the 90-days the City will close its file on the matter. The City will send out notice if the application is closed or if the applicant chooses to not move forward.

PROCESS TIMELINE

TIME FRAME

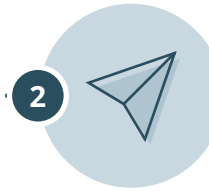
🕒 TBD

- 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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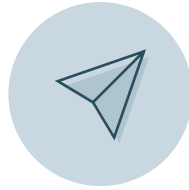
HP // LOCAL HISTORIC DISTRICT OR THEMATIC DESIGNATION

IMPORTANT INFORMATION



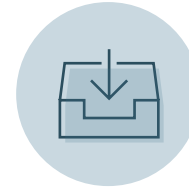
PRE-SUBMITTAL

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



NOTICE

The City is required to send notice to property owners within the proposed designation before an application can be submitted.



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

DATE OF CITY NOTICE

TYPE OF APPLICATION

Local Historic District Thematic Designation

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.

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.

CHECK

STAFF

REQUIREMENTS (21A.34.020.C)

Pre-Submittal Meeting:

- To request a pre-submittal meeting please contact the Planning Counter by email at historicpreservation@slcgov.com or give us a call at 801.535.7700.

City Notice to Property Owners:

- The City will coordinate with the applicant to provide the date the notice was mailed out.

Signature Gathering:

- Signatures from more than 33% of property owners within the proposed boundary are required to submit this application. Signatures cannot be gathered before the City Notice to Property Owners is sent

RECOMMENDED

Project Description:

- Provide a written description of the proposed local historic district, including the proposed boundaries or thematic designation. The description should include a discussion regarding how the proposed designation meets the following criteria:
 - Significance in local, regional, state or national history, architecture, engineering or culture, associated with at least one of the following:
 - Events that have made a significant contribution to the important patterns of history, or
 - Lives of persons significant in the history of the city, region, state or nation, or
 - The distinctive characteristics of a type, period or method of construction, or the work of a notable architect or master craftsman, or
 - Information important in the understanding of the prehistory or history of SLC; and
 - Physical 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 proposed local historic district is listed, or is eligible to be listed, on the National Register of Historic Places;
 - The proposed local historic district contains notable examples of elements of the City's history, development patterns or architecture.
 - The designation is generally consistent with the adopted planning policies of the City; and
 - The 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.
 - Whether the proposed local historic district contains examples of elements of the City's history, development patterns and/or architecture that may not already be protected by other local historic districts within the City.
 - Whether designation of the proposed local historic district would add important knowledge that advances the understanding of the City's history, development patterns and/or architecture.
 - Whether approximately seventy five percent (75%) of the structures within the proposed boundaries are rated as contributing structures by the most recent applicable historic survey.

SUBMITTAL REQUIREMENTS

CHECK

STAFF

RECOMMENDED



Photographs:

- Historic photographs of existing building/s (contact the Salt Lake County Archives at archives@slco.org or (385) 468-0820 for historic photographs and information)
- Current photographs of each buildings street facing façade included in the proposed designation.
- Historic photographs of the neighborhood if available.



Research Material (if applicable):

- 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.

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.

HP // PETITION FOR LOCAL HISTORIC DISTRICT OR THEMATIC DESIGNATION



APPLICANT INFORMATION

NAME OF APPLICANT

ADDRESS OF APPLICANT

TYPE OF APPLICATION

Local Historic District
 Thematic Designation

DATE

DISCLAIMER: SIGNATURE BELOW INDICATES YOU ARE A PROPERTY OWNER WITHIN THE BOUNDARIES OF A PROPOSED LOCAL HISTORIC DISTRICT OR THEMATIC DESIGNATION AND YOU CONSENT TO SUPPORT SUBMITTAL OF THE DESIGNATION APPLICATION. MORE THAN 33% OF PROPERTY OWNERS WITHIN THE PROPOSED BOUNDARIES MUST CONSENT TO SUBMITTAL OF THE DESIGNATION APPLICATION TO MEET THE THRESHOLD REQUIREMENTS FOR SUBMITTAL. *PLEASE NOTE, IF AN APPLICATION MEETS THE MORE THAN 33% THRESHOLD, LATER IN THE DESIGNATION PROCESS, EACH PROPERTY OWNER IS SENT A NON-BINDING OPINION BALLOT TO INFORM THE CITY COUNCIL OF PROPERTY OWNER INTEREST/SUPPORT REGARDING THE DESIGNATION OF A LOCAL HISTORIC DISTRICT. THE CITY RECORDER WILL NOT PUBLISH THE RESPONSE OF INDIVIDUAL BALLOTS—ONLY THE FINAL TALLY OF BALLOTS RECEIVED (HOW MANY IN FAVOR AND HOW MANY IN OPPOSITION) WILL BE PUBLISHED.

NOTE: PROPERTY OWNER MUST REPRESENT AT LEAST 50% OF THE INTEREST IN THEIR LOT OR PARCEL. IF THE PROPERTY IS IN A TRUST, THE TRUSTEE NEEDS TO SIGN.

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