



HISTORIC PRESERVATION //

DEMOLITION

OF LANDMARK SITE

ABOUT THE APPLICATION

The following packet will provide general information to get started on your request and guide you through the application process 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 historicpreservation@slcgov.com 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://slcgov.com/planning)
HISTORICPRESERVATION@SLCGOV.COM
TEL 801-535-7757



CERTIFICATE OF APPROPRIATENESS

This application is a request for a Certificate of Appropriateness for an approval to demolish a Landmark Structure. **Additional process for a demolition will be required through the Salt Lake City Building Services.**

Please contact Building Services at slcpermits@slcgov.com for additional information.



STANDARDS FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION ([21A.34.020](#))

In considering an application for a Certificate of Appropriateness for demolition of a landmark site, the Historic Landmark Commission shall only approve the application upon finding that the project fully complies with one of the following standards:

- The demolition is required to alleviate a threat to public health and safety; or
- A determination of Economic Hardship has been granted by the Historic Landmark Commission.

An [application for Determination of Economic Hardship](#) can be submitted at any time as necessary to meet the standard [21A.34.020.J.2](#) of the zoning ordinance.



LANDMARK STRUCTURES

A landmark structure is a site included on the Salt Lake City Register of Cultural Resources. Such sites are of exceptional importance to the city, state, region, or nation and impart high artistic, historic or cultural values. It conveys a sense of time and place and enables the public to interpret the historic character of the site. Landmark sites should be preserved because of its historic value but demolitions may be approved in circumstances where it meets the standards in [21A.34.020](#).



PRE-SUBMITTAL MEETING



A pre-submittal meeting for all demolitions involving contributing structures is recommended 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.

PROCESS TIMELINE

TIME FRAME

 TBD

-  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



PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced.

 45 days

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.

5



DECISION & APPEAL PERIOD

*Public hearing held and decision made.
30 day applicant appeal period starts after decision, other affected parties must submit within 10 days.*

6



HLC NEW CONSTRUCTION

If the demolition is approved, a HLC New Construction application must be submitted prior to any approval permit for a demolition.

7



BUILDING SERVICES

*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.

HP // DEMOLITION OF LANDMARK SITE

IMPORTANT INFORMATION



CONSULTATION

Available 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](#).



REQUIRED FEES

- **\$2,406** filing fee.
- Additional required notice fees will be assessed after submission.

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.

CHECK	STAFF	REQUIREMENTS (21A.34.020)
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Submittal Meeting: <ul style="list-style-type: none">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.
<input type="checkbox"/>	<input type="checkbox"/>	Project Description: <ul style="list-style-type: none">Information about the proposal with a description of how the proposal complies with one of the standards of approval listed below and on Page 2.
<input type="checkbox"/>	<input type="checkbox"/>	Show compliance with one of the following standards: <ol style="list-style-type: none">Evidence that shows threat to public health and safety: If the reason for the demolition is threat to Public Health and Safety, the building official will need to determine, in writing, that the building currently is an imminent hazard to public safety.Economic Hardship Determination: Show that an Economic Hardship has been granted by the Historic Landmark Commission.

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.