



HISTORIC PRESERVATION //

NEW CONSTRUCTION

ABOUT THE APPLICATION

Thank you for your interest in submitting a Historic Preservation (HP): New Construction 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: 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@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



STANDARDS FOR CERTIFICATE OF APPROPRIATENESS INVOLVING NEW CONSTRUCTION ([21A.34.020.H](#)):

The construction of a new principal building on a property located in a Local Historic District must be approved by the Historic Landmark Commission subject to the following standards of review:

1. Settlement Patterns and Neighborhood Character
2. Site Access, Parking, and Services
3. Landscape and Lighting
4. Building Form and Scale
5. Building Character
6. Building Materials, Elements and Detailing
7. Signage Location

Please reference the Zoning Ordinance for detailed information on the standards of review listed above.



SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION

The Planning Division created a Submittal Requirements Reference document to help applicants with their application process, **view the Submittal Requirements document on Page 8.**

This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code, guideline and or rule requirements, whether or not described in this document.




CONSULTATION

If you have questions regarding the HP: New Construction regulations or process, please contact the Salt Lake City Planning Counter staff at historicpreservation@slc.gov 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

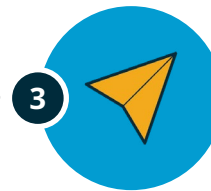


4

APPLICATION MODIFICATIONS

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

 12 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

PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced.

 21 days



6

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.

 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.

IMPORTANT INFORMATION



CONSULTATION

Available 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](#).



REQUIRED FEES

- **\$2,982** filing fee per new building.
- 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.

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Please refer to the Submittal Requirements for New Construction document attached below and 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.F.2.d)
<input type="checkbox"/>	<input type="checkbox"/>	Written Narrative Description: <ul style="list-style-type: none">Legal description of your property.Description of your proposal and any modifications to the base zoning requested (To determine if any modifications are needed reference Section 3 of the Submittal Requirements document).Description of how your project meets review standards (21A.34.020.H) with citation of supporting adopted Design Guidelines for properties in local Historic Districts (see Section 4 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Context Plan (Existing Conditions): <ul style="list-style-type: none">Show property lines, building footprints, front yard setbacks, adjacent streets and alleys, historic district boundaries, contributing/noncontributing structures and landmark sites. (See Section 1 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (Existing Conditions): <ul style="list-style-type: none">Show property lines, site dimensions, topography, adjacent streets, alleys, and walkways, existing buildings and structures, existing building setbacks, significant features/trees, utilities and other easements, etc. (See Section 2 of Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Photographs (Existing Conditions): <ul style="list-style-type: none">Photographs of existing building(s) if available (contact the Salt Lake County Archives at archives@saltlakecounty.gov or (385) 468-0820 for historic photographs and information)Current photographs of each side of the building.Close up images of details that are proposed to be altered.
<input type="checkbox"/>	<input type="checkbox"/>	Written description of zoning regulation compliance (Proposed Development). (See Section 3 and 4 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (Proposed Development): <ul style="list-style-type: none">Include property lines, site dimensions, topography, adjacent streets, alleys, and walkways, landscaping and buffers, existing buildings and structures, proposed building and structures, lot coverage % of structures, proposed grade changes, proposed setbacks. (See Section 5 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Streetscape Study (Proposed Development): <ul style="list-style-type: none">Streetscape drawn to scale at a minimum 1:80.Drawing should include 100 feet on both side of the subject property and show height, width, and building separation of the excising surrounding buildings and how it relates to the proposed work (if access to properties is limited, a photographic streetscape is allowed).If new construction does not meet the front yard setback, graphically show the front yard setbacks of the block face (all buildings on one side of block between two intersecting streets). (see Section 6 of the Submittal Requirements document for details).

CHECK	STAFF	CONTINUED REQUIREMENTS (21A.34.020.F.2.d)
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawings (Proposed Development): <ul style="list-style-type: none">Detailed elevation, sections and profile drawings with dimensions drawn to scale.Show type of construction, and materials.Design and dimension for details such as railings, posts, roofing, siding, porch, windows, etc.Show section drawings of windows and doors if new windows and doors are proposed. (See Section 7 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Materials (Proposed Development): <ul style="list-style-type: none">List of proposed building materials.Provide samples/and or manufacture brochures of all proposed materials. (See Section 8 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	3D Models (Proposed Development): <ul style="list-style-type: none">Show the new construction in relation to neighboring buildings.Show the new construction from the pedestrian perspective (front and side facades). (see Section 9 of the Submittal Requirements document for details).
<input type="checkbox"/>	<input type="checkbox"/>	Building Sections (Proposed Development): <ul style="list-style-type: none">Include building components (roof, walls, floors, foundations, etc.), for additions – relationship to existing building height, materials, roof slope, room names, finished grade elevation, bottom of footing elevation, openings (windows, doors, decks), top of floor sheathing elevation, top of top plate elevation, setbacks and property lines. (See Section 10 of the Submittal Requirements document for details).
		Planning Petition Development Tracking Form: <ul style="list-style-type: none">To help the Planning Division track development petition data, such as the number of new units built and the effectiveness of recent zoning amendments, please complete this form with information about the existing site and the proposed development.

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.