



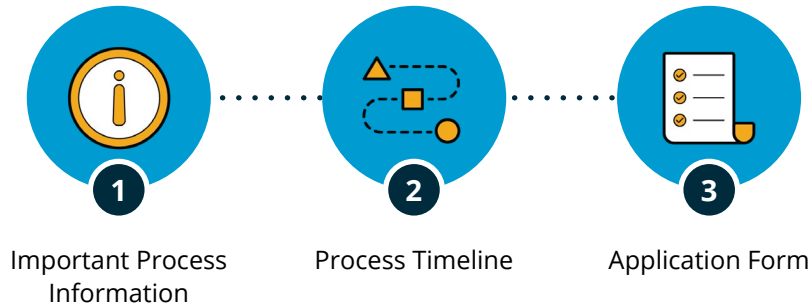
# PLANNING PROCESS //

# GENERAL PLAN AMENDMENT

## ABOUT THE APPLICATION

Thank you for your interest in submitting a General Plan Amendment 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 [zoning@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 801.535.7757.



### PURPOSE & INTENT OF THE PROCESS

The general plan of the city includes any citywide plan, community plan, small area plan, corridor plan, or other plan that fits the requirements and definitions of a general plan under Utah Code 10-9a.



**Utah State Law requires every municipality to prepare and adopt a comprehensive, long-range general plan for:**

- a. present and future needs of the municipality; and
- b. growth and development of all or any part of the land within the municipality.

### EFFECT OF ADOPTED GENERAL PLANS (19.02.060)

All general plans recommended by the Planning Commission and adopted by the City Council for the City, or for an area of the City, shall serve as an advisory guide for land use decisions. Amendments to the zoning text or zoning map should be consistent with the purposes, goals, objectives and policies of the applicable adopted master plan or general plan of Salt Lake City.

### CONSIDERATION FACTORS FOR GENERAL PLAN AMENDMENTS

In reviewing a proposal to modify the general plan, the planning commission and city council should consider, but are not limited to, the following factors:



1. Whether the proposal is consistent with citywide policies.
2. Whether the proposal is consistent with the goals, policies, or implementation actions of the general plan, including applicable element plans.
3. Whether significant change has occurred that warrants the creation of a new plan or an update to an adopted plan.
4. Whether the goals, policies, or implementation actions of the plan to be amended have been achieved, are no longer relevant to or capable of addressing the current issues or needs of the neighborhood or the city, or are no longer aligned with policies in citywide plans.
5. For petitions submitted by a property owner, the extent, effectiveness, and proportionality of the public benefit proposed by the petitioner to the increase in development potential if the proposal were to be adopted by the city council.
6. The potential for displacement of people who reside in any housing that is within the boundary of the proposed amendment and the plan offered by the petitioner to mitigate displacement.
7. The potential for displacement of any business that is located within the boundary of the proposed amendment and the plan offered by the petitioner to mitigate displacement.
8. The potential impacts to properties in the immediate vicinity of the proposal.
9. The potential impacts on the city to provide safe drinking water, storm water, and sewer to the property based on the additional development potential of future development.
10. The potential impacts to public safety resources created by the increase in development potential that may result from the proposed amendment.
11. The potential impacts to any other city service, infrastructure, or resource that may be impacted by the increase in development potential that may result from the proposed amendment.

### COMMUNITY BENEFIT (19.06.070.C)

Every general plan amendment application must include a proposed community benefit and should demonstrate that the benefit would not otherwise be available without the proposed amendment. The proposed community benefit should be proportional to the increase in development potential should the amendment be adopted. The following are community benefits that could be proposed:



- **Housing:** Provision of affordable or family-sized housing.
- **Dedication of Publicly Accessible Open Space:** Dedication of open spaces accessible to the public.
- **Preservation of Critical Lands:** Conservation or restoration of critical lands such as wetlands, river corridors, or wildlife habitats.
- **Historic Building Preservation:** Safeguarding historic structures not already protected against demolition.
- **Support for Local Businesses:** Inclusion of space for small businesses or charitable organizations within a development.
- **Expansion of Public Infrastructure:** Enhancement of public infrastructure beyond what's necessary for future development.

**Any community benefit that is required as a condition of approval of the amendment(s) would be secured through a Development Agreement.**

### TENANT DISPLACEMENT OBLIGATIONS (19.06.070.D)

If a proposal is expected to involve the demolition of any residential unit, the City Council may require the petitioner to provide relocation assistance to the current tenant(s). It is the responsibility of the applicant or property owner to ensure compliance with this requirement and provide proof that the obligation has been satisfied. The applicant can submit the evidence along with their application, or it may be required as a condition for approval determined by the City Council.



**All payments should be received by the tenant 24 hours in advance of leaving the unit to be demolished. Relocation assistance includes the following:**

- Moving expenses based on a reasonable estimate provided by the tenant, up to a maximum of \$1,500.
- Application fees for the replacement housing.
- The deposit that the displaced tenant would have to pay to secure replacement housing.
- Rental assistance payment based on the difference, if any, between the cost of the monthly rent of the demolished housing and a comparable unit. The rental payment total amount paid shall not be more than \$7,200.

**DISCLAIMER:** IF A HOUSING UNIT IS DEMOLISHED OR NEGLECTED TO THE POINT OF BEING UNINHABITABLE AT ANY TIME DURING THE FIVE YEARS PRIOR TO A PETITION FOR A ZONING AMENDMENT BEING SUBMITTED OR IS PLACED ON THE CITY'S BOARDED BUILDING INVENTORY, THE CITY COUNCIL MAY REQUIRE THIS SECTION TO APPLY TO TENANTS THAT WERE DISPLACED BY THE DEMOLITION OR REQUIRE THE TENANT RELOCATION AMOUNT TO BE PAID TO THE CITY FOR THE PURPOSE OF OTHER TENANT RELOCATION ASSISTANCE.

### DEMOLISHED UNIT REPLACEMENT (19.06.070.E)

**The future development may be required to replace the demolished housing unit within the new development. The replacement housing unit should have the same number of bedrooms as the demolished unit. In addition, the applicant shall propose one of the options listed below:**



- a. The replacement unit shall be rented at the same amount as the demolished unit with no more than a 3% annual increase on the rental rate for a period of 20 years.
- b. The applicant may propose a payment to the city in lieu of the rental restriction on the new unit to go toward the city's housing fund to offset the loss of affordable housing. The payment shall be equal to the monthly rent of the unit prior to demolition multiplied by the number of months between the time the unit is vacated prior to demolition until a Certificate of Occupancy for the replacement dwelling is issued.

### CONSULTATION

If you have questions regarding the General Plan Amendment regulations or process, please contact the Salt Lake City Planning Counter staff at [zoning@slcgov.com](mailto:zoning@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

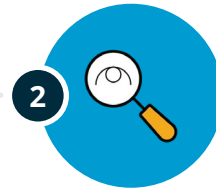
**TIME FRAME**  
🕒 6 - 12 MONTHS

- 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).

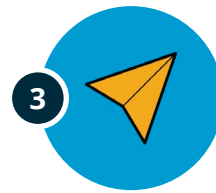
🕒 14 days



## 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. **Note:** Significant issues may cause additional delays.

🕒 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 PUBLIC ENGAGEMENT

Open House and/or Community Council presentation held. **Note:** The Planning Director has the discretion to extend the public engagement period, including additional public hearings on complex proposals.



## 6 PLANNING COMMISSION

Public hearing scheduled, notices sent, staff report produced, and commission recommendation made.

🕒 21 days



## 8 CITY COUNCIL PROCESS

City Council holds a briefing with staff during work session. Public hearing and action follows. Timeline determined by City Council office. [www.slc.gov/council](http://www.slc.gov/council)

🕒 21 days



## 7 TRANSMITTAL TO COMMUNITY AND NEIGHBORHOODS (CAN)

Commission minutes approval and public record are assembled by staff. After review, the package is transmitted 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.

# GENERAL PLAN AMENDMENT

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [zoning@slcgov.com](mailto:zoning@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

- **\$1,138** filing fee, plus **\$121** per acre (in excess of 1 acre).
- 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

TYPE OF AMENDMENT  General Plan Text  Land Use Map

**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
<input type="checkbox"/>	<input type="checkbox"/>	<b>A statement declaring the purpose and justification for the proposed amendment.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A written description of the proposed modification to the general plan, including any changes to the future land use map, future land use designation, or description of scale and density/intensity of the proposed change. Any proposed amendment to the text of the plan shall include the exact proposed text &amp; changes that are proposed in a strike and underline format.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>If the request is specific to a property, please list the parcel numbers and a map that shows the current use of the subject property and adjacent properties.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A written general description of any future development that is planned for the property including the anticipated use, density, scale of development, timing of development, the anticipated impact to existing land uses and occupants of the land subject to the proposal, and any additional land use petitions that may be anticipated to develop the site. Visual renderings and basic site plans may be provided by the applicant.</b>
		<b>COMMUNITY BENEFIT (19.06.070.C)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>A written description regarding the proposed community benefit(s) associated with the amendment. The description shall adequately describe the necessary details to demonstrate that the proposed community benefit is roughly proportionate to the potential increase in development right if the proposed amendment were to be adopted. See 19.06.070.C for a list of community benefits that can be proposed.</b>
		<b>DATA COLLECTION (19.06.040)</b>
		<b>DISCLAIMER:</b> FILL OUT THE REQUIRED DATA COLLECTION INFORMATION BELOW BY USING THIS <a href="#">LINK</a> . DO NOT UPLOAD THIS INFORMATION TO THE CITIZENS ACCESS PORTAL. <a href="https://bit.ly/slcplanning-datacollection">https://bit.ly/slcplanning-datacollection</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>For residential properties, the following information must be provided:</b> <ul style="list-style-type: none"><li><i>The current or prior number of dwellings;</i></li><li><i>Square footage and number of bedrooms for each dwelling unit;</i></li><li><i>The current cost of rent and the cost of rent for the previous 36 months;</i></li><li><i>The total number of people residing on the property.</i></li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>For nonresidential properties, the following information must be provided:</b> <ul style="list-style-type: none"><li><i>Details on the nature of the existing and prior use;</i></li><li><i>Square footage of the leasable area;</i></li><li><i>Detailed list of current or prior occupants;</i></li><li><i>The current cost to lease and the cost to lease for the previous 36 months.</i></li></ul>

**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.