



HISTORIC PRESERVATION //

MAJOR ALTERATION

ABOUT THE APPLICATION

Thank you for your interest in submitting a Historic Preservation (HP): Major Alteration 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@slcgov.com or give us a call at 801.535.7757.



PURPOSE & INTENT OF THE PROCESS

A substantial alteration or addition to a landmark site or contributing structure must be reviewed as a major alteration. Major alterations typically involve modifications that could change the character of the building, are irreversible or difficult to remove, and which may compromise the contributing status of the building. Example of major alterations are:



- Additions to the front or the side of the building.
- Additions to the rear which are visible from the street.
- Second story additions.
- Changes to the roof-line of the building.
- Replacement of windows and doors on facades visible from the street that are not like-for-like in terms of size and material.
- Changes to exterior building materials such as painting unpainted brick, applying stucco, or removing an original material.

Because of the degree of change, major alterations must be approved by the Historic Landmark Commission.

LANDMARK SITE

A landmark site is a site included on the Salt Lake City Register of Cultural Resources that meets the criteria outlined in the zoning ordinance. 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.



CONTRIBUTING STRUCTURE

A contributing structure is a building or a site that has importance to the city, state, region or nation because of it imparts artistic, historic or cultural values. To be considered contributing, a building or site must meet certain criteria outlined in the zoning ordinance. A contributing structure has its major character defining features intact and although minor alterations may have occurred, they are generally reversible.



CONSULTATION

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



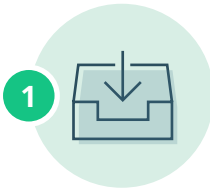
Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.

PROCESS TIMELINE

TIME FRAME

🕒 2 - 3 MONTHS

- APPLICANT
- STAFF



APPLICATION RECEIVED

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



PLANNER ASSIGNED

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

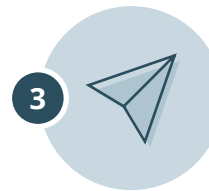
🕒 14 days



APPLICATION MODIFICATIONS

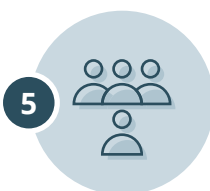
Modifications based on public input & City Department review comments (if needed, applicant must submit updates). Minor issues will be conditions of approval.

🕒 12 days



PUBLIC NOTICE

Public notices sent to nearby neighbors, property owners and Community Councils (when required by ordinance). Application routed to City Departments for review.



PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced.

🕒 14 days



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



BUILDING PERMIT PROCESS

Start of building permit process. Time frames determined by Building Services. www.slc.gov/buildingservices



CERTIFICATE OF APPROPRIATENESS

A Certificate is issued when the Historic Landmark Commission decision is to approve or approve it with conditions.

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 // MAJOR ALTERATION

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

- **\$36** 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.F.2.d](#))

Project Description.

- Written description of your proposal.

Site Plan:

- Site plan with dimensions, property lines, north arrow, existing and proposed building locations on the property. (See [Site Plan Requirements](#) flyer for further details).

Elevation Drawing:

- Detailed elevation, sections and profile drawings with dimensions drawn to scale.
- Show type of construction, 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.

Photographs:

- Historic photographs of existing building(s) if available (contact the Salt Lake County Archives at archives@slco.org 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.

Materials:

- List of proposed building materials.
- Provide samples and/or manufactures brochures where applicable.

RECOMMENDED

Response to the standards of approval as reference in [21A.34.020.G](#).

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.