



# HP: Major Alteration & New Construction

SALT LAKE CITY PLANNING

### OFFICE USE ONLY

Project #:	Received By:	Date Received:	Zoning:
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Project Name:

### PLEASE PROVIDE THE FOLLOWING INFORMATION

Request:

Address of Subject Property:

Name of Applicant:

Phone:

Address of Applicant:

E-mail of Applicant:

Cell/Fax:

Applicant's Interest in Subject Property:

Owner     Contractor     Architect     Other:

Name of Property Owner (if different from applicant):

E-mail of Property Owner:

Phone:

**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.

### AVAILABLE CONSULTATION

Planners are available for consultation prior to submitting this application. Please call (801) 535-7700 if you have any questions regarding the requirements of this application.

### WHERE TO FILE THE COMPLETE APPLICATION

*Mailing Address:* Planning Counter  
PO Box 145471  
Salt Lake City, UT 84114

*In Person:* Planning Counter  
451 South State Street, Room 215  
Telephone: (801) 535-7700

### REQUIRED FEE

**Major Alteration:** Filing fee of **\$32**, plus additional cost of postage for mailing notice.  
**New Construction:** Filing fee of **\$253**, plus additional cost of postage for mailing notice.

### SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent:

Date:

**SUBMITTAL REQUIREMENTS**

Staff Review

**1. Project Description** (please attach additional sheet)

Written description of your proposal and any Special Exception requested

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**2. Drawings to Scale**

One paper copy (24" x 36")

A digital (PDF) copy

One 11 x 17 inch reduced copy of each of the following

**a. 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)

**b. 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

**c. Streetscape Drawings** (for new construction)

Streetscape drawn to scale at a minimum 1: 80

Drawing should include 100 feet on both sides of the subject property and show height, width, and building separation of the existing surrounding buildings and how it relates to the proposed work (if access to properties is limited, a photographic streetscape is allowed)

If the 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)

**3. Photographs**

- Historic photographs of existing building(s) if available  
(contact the Salt Lake County Archives at (385) 468-0820 for historic photographs)
- Current photographs of each side of the building
- Close up images of details that are proposed to be altered

**4. Materials**

List of proposed building materials

Provide samples and/or manufactures brochures were applicable

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

\_\_\_\_\_ 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.

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