



HP: Minor Alterations

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:
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Address of Applicant:

E-mail of Applicant:	Cell/Fax:
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Applicant's Interest in Subject Property:

Owner Contractor Architect Other:

Name of Property Owner (if different from applicant):

E-mail of Property Owner:	Phone:
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➔ **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

<i>Mailing Address:</i>	Planning Counter PO Box 145471 Salt Lake City, UT 84114	<i>In Person:</i>	Planning Counter 451 South State Street, Room 215 Telephone: (801) 535-7700
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SIGNATURE

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

Signature of Owner or Agent:	Date:
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SUBMITTAL REQUIREMENTS

Staff Review

1. Project Description (please attach additional sheet)

Written description of your proposal

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 of the area of change

Show section drawings of windows, doors, railings, posts, porches, etc. if proposed also show type of construction where applicable.

3. Photographs

Historic photographs of existing building/s (if available)

Current photographs of each side of the building

Close up images of details that are proposed to be altered

4. Materials

List of proposed materials

Provide samples and/or manufactures brochures were applicable

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.