



# 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 email if [historicpreservation@slcgov.com](mailto:historicpreservation@slcgov.com) if you have any questions regarding the requirements of this application.

## WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the Citizen Access Portal. There is a step-by-step guide to learn how to submit online.

## 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

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1. Project Description</b> (please attach additional sheet electronically) Written description of your proposal (Re-roofs only require current picture and description, no google images please) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Drawings to Scale</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | A digital (PDF) copy  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>a. Site Plan</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan with dimensions, property lines, north arrow, existing and proposed building locations on the property. (see <i>Site Plan Requirements</i> flyer for further details)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>b. Elevation Drawing</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed elevation, sections and profile drawings with dimensions drawn to scale of the area of change.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show section drawings of windows, doors, railings, posts, porches, etc. if proposed also show type of construction where applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3. Photographs</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Historic photographs of existing building/s (if available)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Current photographs of each side of the building  |
| <input type="checkbox"/> | <input type="checkbox"/> | Close up images of details that are proposed to be altered  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4. Materials</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | List of proposed materials  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.