



PLANNING PROCESS //

PLANNED DEVELOPMENT

ABOUT THE APPLICATION

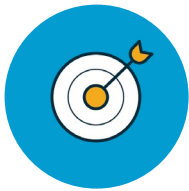
Thank you for your interest in submitting a Planned Development application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, 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@slc.gov or give us a call at 801.535.7757.



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WHAT IS A PLANNED DEVELOPMENT?

A planned development (PD) is a development approved by the Planning Commission through a special review process. The process is regulated by section [21A.55](#) of the zoning ordinance and is intended to allow for the flexible application of zoning standards provided certain objectives are met.



PURPOSE AND OBJECTIVES

The PD process is not intended to be a means to simply obtain variances from zoning regulations. A PD should result in a more enhanced product than would be achievable through the strict application of land use regulations by:

- Implement the City's vision for future growth;
- Encouraging efficient use of land and resources;
- Promoting greater efficiency in public utility services;
- Encouraging innovative planning and development; and
- Reinforcing the character of the surrounding neighborhood.

There are a number of objectives that the City seeks to achieve through PD process. These objectives are listed in [Section 21A.55.010](#) of the PD zoning regulations. **Your application submittal must include evidence showing that your project meets at least one of these objectives.**



REVIEW STANDARDS

The Planned Development ordinance states specific standards that the Planning Commission must use when approving a PD. In summary, the Planning Commission must find that the PD:

- Meets the PD purpose statement and at least one of the listed City objectives;
- Is generally consistent with City master plans;
- Is compatible with the surrounding neighborhood;
- Preserves and provides appropriate landscaping;
- Promotes City mobility goals;
- Preserves natural & built features that significantly contribute to the surrounding character; and
- Does not have a detrimental effect on utilities.

[Section 21A.55.050](#) of the PD regulations list the specific standards of review. Your application submittal must include evidence (written and graphical) showing that your project meets the Planned Development standards of review.



CONSULTATION

If you have questions regarding the Planned Development regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slc.gov 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).

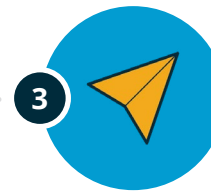
 14 days



APPLICATION MODIFICATIONS

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

 45 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.

 21 days



DECISION & APPEAL PERIOD

Public hearing held and decision made. 10 day appeal period starts after decision.

 10 days



BUILDING PERMIT PROCESS

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

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.

PLANNED DEVELOPMENT

IMPORTANT INFORMATION



CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at zoning@slc.gov.



SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



REQUIRED FEES

- **\$977** 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

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.

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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.55.040.A)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description: <ul style="list-style-type: none">• Description of your proposed use. If involving a residential development Include number, size, and type of dwelling units in each building, and the overall dwelling unit density.• A complete description of the proposed planned development including the zoning regulations being modified.• When the proposed planned development includes provisions for common open space or recreational facilities, a statement describing the provision to be made for the care and maintenance of such open space or recreational facilities.• Describe the plan for long term maintenance of all private infrastructure as stated in 21A.55.110 of the planned development ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	Planned Development (Written and Graphic) Information: <ul style="list-style-type: none">• Demonstrate how your project meets the purpose and at least one objective of a planned development as stated in 21A.55.010 of the planned development ordinance;• Demonstrate how your project meets the standards for planned developments as stated in 21A.55.050 of the planned development ordinance; and• Demonstrate how the proposed planned development is compatible with other property in the neighborhood.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan. <ul style="list-style-type: none">• Site plan (see the Site Plan Requirements flyer for further details).
<input type="checkbox"/>	<input type="checkbox"/>	Detailed elevation drawings, identifying building materials: <ul style="list-style-type: none">• Detailed elevation, sections and profile drawings with dimensions drawn to scale.• Type of construction and list the primary exterior construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	Other Drawings: <ul style="list-style-type: none">• Floor plans drawn to scale.• Sections and details drawn to scale, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	When Applicable: <ul style="list-style-type: none">• A preliminary subdivision plat, if required.• Traffic impact analysis, where required by the City Transportation Division

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.