



Pre-submittal Conference

SALT LAKE CITY PLANNING

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):

The Planning Division strives to give the best customer service possible and provide direction as accurately as possible based upon the information provided. Answers provided at a pre-submittal conference are not binding and they do not constitute a final decision, are not subject to an appeal process, and are informational only. No direction provided during a pre-submittal conference constitutes an approval or creates a vesting of any property right. After an application is submitted it is possible that issues may be identified that require additional applications or approvals from other entities that were not identified during the conference.

REQUIRED FEE

➔ There is no fee for a pre-submittal conference.

APPLICATION REQUIREMENTS

The purpose of the presubmittal conference is to identify the processes that may be required for a proposal and identify any major issues that are readily apparent based on the information provided. The effectiveness of a pre-submittal conference is based on the level of information provided prior to the meeting. This provides staff some time to do basic research to identify necessary approval processes. Information provided by the applicant at the presubmittal conference may necessitate additional time for a response. The information on the next page is required to be submitted with this application. If information on the next page is not provided at least one week prior to the scheduled meeting, the meeting will be cancelled.

VIRTUAL MEETINGS

All pre-submittal meetings will be held virtual via Microsoft Teams. Please provide all email addresses of meeting attendees that will be joining you in the meeting so they can be invited to the meeting.

