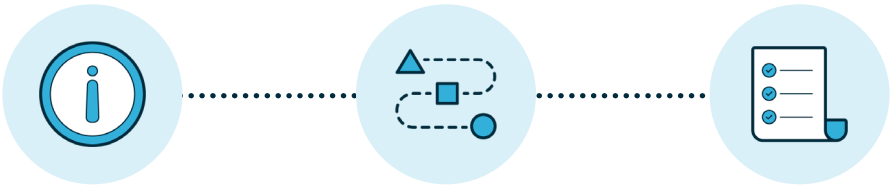
HISTORIC PRESERVATION PROCESS
RELOCATION

ABOUT THE 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 historicpreservation@slc.gov or give us a call at (801) 535-7757.



Important Process Information

Process Timeline

Application Form

IMPORTANT PROCESS INFORMATION

Ordinance: 21A.34.020

STANDARDS FOR RELOCATION

In considering an application for a Certificate of Appropriateness for relocation of a landmark site or a contributing structure, the Historic Landmark Commission shall find that the project substantially complies with the following standards:

1. The proposed relocation will abate demolition of the structure;
2. The proposed relocation will not diminish the overall physical integrity of the district or diminish the historical associations used to define the boundaries of the district;
3. The proposed relocation will not diminish the historical or architectural significance of the structure;
4. The proposed relocation will not have a detrimental effect on the structural soundness of the building or structure;
5. A professional building mover will move the building and protect it while being stored; and
6. A financial guarantee to ensure the rehabilitation of the structure once the relocation has occurred is provided to the City. The financial guarantee shall be in a form approved by the City Attorney, in an amount determined by the Planning Director sufficient to cover the estimated cost to rehabilitate the structure as approved by the Historic Landmark Commission and restore the grade and landscape the property from which the structure was removed in the event the land is to be left vacant once the relocation of the structure occurs.

PRE-SUBMITTAL MEETING

A pre-submittal meeting for all relocations is required prior to submitting this application. To request a pre-submittal meeting please contact the Planning Counter by email at historicpreservation@slc.gov or give us a call at (801) 535-7757.

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

1. APPLICATION RECEIVED

Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.

2. PLANNER ASSIGNED

Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit). ***Time frame:*** *14 days*

4. APPLICATION MODIFICATIONS

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

3. PUBLIC NOTICE

Public notices sent to nearby neighbors, property owners and Community Councils (when required by ordinance). Application routed to City Departments for review. ***Time frame:*** *12 days*

5. PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced. ***Time frame:*** *14 days*

6. DECISION & APPEAL PERIOD

Public hearing held and decision made. 10 day appeal period starts after decision. ***Time frame:*** *10 days*

8. BUILDING PERMIT PROCESS

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

7. CERTIFICATE OF APPROPRIATENESS

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.

HP | RELOCATION

IMPORTANT INFORMATION

CONSULTATION

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

- **$334** filing fee.
- Additional required notice fees will be assessed after submission.

APPLICANT INFORMATION

ADDRESS OF SUBJECT PROPERTY

NEW ADDRESS

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

MOVER'S NAME

MOVER'S PHONE

MOVER'S ADDRESS

OFFICE USE

PETITION 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

PHONE

MAILING ADDRESS

EMAIL

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.

SUBMITTAL REQUIREMENTS

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.34.020.H.2.D)
◯	◯	**Project Description:** • Written description of your proposal that includes a response to standards of review (see page 2). • Proposed reuse of cleared lot. • Proposed use of the structure after it is moved.
◯	◯	**Site Plan:** • Site plan (see Site Plan Requirements flyer for further details).
◯	◯	**Elevation Drawing:** • Detailed elevation, sections and profile drawings with dimensions drawn to scale. • Show section drawings of windows and doors if new windows and doors are proposed.
◯	◯	**Photographs:** • Historic photographs of existing building/s (contact the Salt Lake County Archives at archives@saltlakecounty.gov or (385) 468-0820 for historic photographs and information). • Current photographs of each façade. • Photographs of adjacent properties and street frontages (existing and proposed). • Graphic/photographic documentation stamped by an architect or surveyor showing the relationship of the proposed building heights and setbacks from buildings on the new block face.
		RECOMMENDED
◯	◯	**Pre-Submittal Meeting:** • To request a pre-submittal meeting please contact the Planning Counter by email at historicpreservation@slc.gov or give us a call at (801) 535-7700.

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.