



HP: Relocation

SALT LAKE CITY PLANNING

OFFICE USE ONLY

Project #:	Received By:	Date Received:	Zoning:
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Project Name:

PLEASE PROVIDE THE FOLLOWING INFORMATION

Address of Subject Property:

New Address:

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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RELOCATION INFORMATION

Name of Movers:	Phone:
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Address of Movers:

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.

REQUIRED FEE

- Filing fee of **\$253**
- Plus additional fee for required public notices.

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
- Proposed reuse of cleared lot
- Proposed use of the structure after it is moved

2. Minimum Plan Requirements

- Site plan and elevation drawing drawn to scale at a minimum 1:20
- One paper copy (24" x 36") of each plan and elevation drawing
- A digital (PDF) copy of the each plan and elevation drawing
- One 11 x 17 inch reduced copy of each plan and elevation drawing

3. Site Plan

- Site plan (see *Site Plan Requirements* flyer for further details)

4. 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

5. Photographs

- Historic photographs of existing building/s
(contact the Salt Lake County Archives at (385) 468-0820 for historic photographs)
- 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

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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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.
