



# 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 **\$265**

Plus, additional fee for required public notices that will be assessed after application is submitted.

### 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. Pre-submittal meeting</b>  |
|                          |                          | A pre-submittal meeting for all relocation requests for historic landmarks and properties located within locally designated historic districts should be scheduled prior to submitting this application. To request a pre-submittal meeting, contact the Planning Counter by email at <a href="mailto:zoning@slcgov.com">zoning@slcgov.com</a> , |
|                          |                          | <b>2. Project Description</b> (please attach additional sheet electronically. See section <a href="#">24A.34.020.I</a> of the Salt Lake City Ordinance for relocations provisions.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Written description of your proposal   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed reuse of cleared lot  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed use of the structure after it is moved  |
|                          |                          | <b>3. Minimum Plan Requirements</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | A digital (PDF) copy of each plan and elevation drawing  |
|                          |                          | <b>4. Site Plan</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan (see <a href="#">Site Plan Requirements</a> flyer for further details)   |
|                          |                          | <b>5. Elevation Drawing</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed elevation, sections and profile drawings with dimensions drawn to scale   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show section drawings of windows and doors if new windows and doors are proposed   |
|                          |                          | <b>6. Photographs</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Historic photographs of existing building/s<br>(contact the Salt Lake County Archives at (385) 468-0820 for historic photographs)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Current photographs of each façade   |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs of adjacent properties and street frontages (existing and proposed)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 email [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.

### 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.