



Special Exception NOTICE OF APPLICATION

SALT LAKE CITY PLANNING

Planning Commission

Historic Landmark Commission

OFFICE USE ONLY

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

PLEASE PROVIDE THE FOLLOWING INFORMATION

Type of Special Exception Requested:

Address of Subject Property:

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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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.

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.

REQUIRED FEE

Filing fee of **\$265**, plus additional cost of postage for mailing notice to abutting property owners and tenants

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"/> | 1. Project Description (please electronically attach additional sheets)
Written description of your proposal and special exception you are requesting; with how the proposal meets the requirements in the list of standards found in Section 21A.52 of the ordinance (or Section 21A.06.050 if in the local historic district or landmark site). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Minimum Plan Requirements
A digital (PDF) copy of each plan and elevation drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Site Plan
Site plan (see Site Plan Requirements flyer for further details) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Elevation Drawing (if applicable)
Detailed elevation, sections and profile drawings with dimensions drawn to scale |
| <input type="checkbox"/> | <input type="checkbox"/> | Type of construction and list the primary exterior construction materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Number, size, and type of dwelling units in each building, and the overall dwelling unit density |

AVAILABLE CONSULTATION

- ➔ Planners are available for consultation prior to submitting this application. Please email zoning@slcgov.com if you have any questions regarding the requirements of this application.

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.