



PLANNING PROCESS //

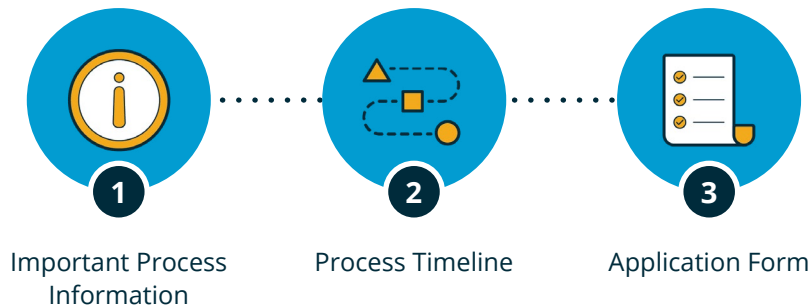
TRANSIT STATION AREA (TSA)

DEVELOPMENT SCORE REVIEW

ABOUT THE APPLICATION

Thank you for your interest in submitting a TSA Development Score Review 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 zoning@slc.gov or give us a call at 801.535.7757.



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TSA REVIEW PROCESS

The review process for all new development and redevelopment within the Transit Station Area Zoning District is based on the development score which is generated by the [Transit Station Area Development Guidelines](#).



1. The following types of development are required to go through this review process:
 - a. Any addition of one thousand (1,000) square feet or more that extend a street facing building facade or are located to the side of a building and are visible from a public space; or
 - b. Additions that increase the height of an existing building or change the existing roofline;
 - c. Additions to the rear of buildings that are not adjacent to a public street, trail or other public space are not required to obtain a development score but must comply with all other applicable regulations. Signs, fences, accessory structures and any other structure or addition not listed in this section are not required to obtain a development score.
 - d. Single-family detached dwellings and two-family dwellings are not required to obtain a development score.

DEVELOPMENT SCORE

The purpose of the development score is to allow flexibility for designers while implementing the City's vision of the applicable station area plans and the purpose of this zoning district. The development score measures the level of compatibility between a proposed project and the station area plan. The development score is based on the development guidelines and development incentives in the [Transit Station Area Development Guidelines](#).



ADMINISTRATIVE VS PLANNING COMMISSION REVIEW

125 points or more: The Planning Director has the authority to approve a project scoring 125 points or more without holding a public hearing. The project shall be allowed to go through the standard building permit process. A public hearing is not required because the project incorporates adequate development guidelines or development incentives to be deemed compliant with the vision for the station area.

Less than 125 points: If a project is assigned a score less than 125 points, the project can only be approved by the Planning Commission through the design review process in chapter [21A.59](#) of this title. Once the applicant receives written notice of their score, they will be given thirty (30) days to notify the Planning Division of their intention to proceed with the project through the design review process or make necessary plan adjustments to increase their development score to the minimum level in order to go through an administrative review process.



CONSULTATION

If you have questions regarding the TSA Development Score Review regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slc.gov or give us a call at 801-535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

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



APPLICATION RECEIVED

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



PLANNER ASSIGNED

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

🕒 14 days



DEVELOPMENT SCORE ASSIGNED

Planner reviews the project and assigns a development score. A copy of the review checklist and explanation of the outcome of the score is sent to the applicant.

Following steps contingent on assigned score.

🕒 30 days

🕒 12 days



PUBLIC NOTICE

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



LESS THAN 125 POINTS

Applicant is given 30 days to proceed with one of the following options:

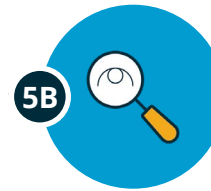
1) **Modify application to increase development score.**

Once a score of 125 points or more is assigned the applicant may proceed to Step 5B.

or

2) **Start a Design Review Process.**

Project will be reviewed by the Planning Commission.



125 POINTS OR MORE (ADMINISTRATIVE REVIEW)

Projects scoring 125 points or more may be approved by the authority of the Planning Director without a public hearing.



BUILDING PERMIT PROCESS

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

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.

TSA DEVELOPMENT SCORE REVIEW

IMPORTANT INFORMATION



CONSULTATION

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

Required notice fees will be assessed after submission.

APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

ADDRESS OF SUBJECT PROPERTY

REQUEST

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

OFFICE USE

CASE NUMBER	RECEIVED BY	DATE RECEIVED
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

EMAIL

MAILING ADDRESS

PHONE

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.

.....

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.26.078)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description: <ul style="list-style-type: none">Written description of your proposal.Indicate the existing property use and proposed property use.
<input type="checkbox"/>	<input type="checkbox"/>	Transit Station Area (TSA) Development Guideline Checklist: <ul style="list-style-type: none">Completed TSA Development Guideline Checklist (attached).Documentation necessary to determine compliance with the TSA Development Guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan: <ul style="list-style-type: none">Site plan (see Site Plan Requirements flyer for further details).
<input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawing: <ul style="list-style-type: none">Detailed elevation, sections and profile drawings with dimensions drawn to scale.Type of construction and list the primary exterior construction materials.Number, size, and type of dwelling units in each building, and the overall dwelling unit density.

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.

TSA DEVELOPMENT GUIDELINES CHECKLIST

GUIDELINES		DESCRIPTION		VALUE	APPLICANT	STAFF
Points may be awarded from only one item in each section, unless otherwise noted.		Reference the complete guidelines for detailed requirements.				
LAND USE	1.A. Intensity & Density of Use Projects in the TSA Core area that meet at least one of the following requirements:	Points may be awarded to only one of the following				
		<ul style="list-style-type: none">• 50 or more dwelling units per acre;• Buildings with up to 80% of the permitted height; or• Buildings with a floor to lot area ratio of 3 or more.	20			
		<ul style="list-style-type: none">• 30 or more dwelling units per acre;• Buildings with up to 70% of the permitted height; or• Buildings with a floor to lot area ratio of 2 or more.	15			
		<ul style="list-style-type: none">• 20 or more dwelling units per acre;• Buildings with at least 60% of the permitted height; or• Buildings with a floor to lot area ratio of 1 or more.	10			
	1.B. Intensity & Density of Use Projects in the TSA Transition area that meet at least one of the following requirements:	Points may be awarded to only one of the following				
		<ul style="list-style-type: none">• 25 or more dwelling units per acre;• Buildings with up to 80% of the permitted height; or• Buildings with a floor to lot area ratio of 2 or more.	12			
		<ul style="list-style-type: none">• 20 or more dwelling units per acre;• Buildings with up to 70% of the permitted height; or• Buildings with a floor to lot area ratio of 1.5 or more.	8			
		<ul style="list-style-type: none">• 15 or more dwelling units per acre;• Buildings with least 60% of the permitted height; or• Buildings with a floor to lot area ratio of 1 or more.	5			
	2. Integrated Mix of Uses: Projects with ground floor street facing space designed for retail, restaurant, or uses other than residential (does not apply to the entire ground floor area).	Points may be awarded to only one of the following				
		100% of the ground floor gross area is dedicated to a different use than the floors above.	20			
		At least 75% of the ground floor gross area is dedicated to a different use than the floors above.	15			
		At least 50% of the ground floor gross area is dedicated to a different use than the floors above.	10			
		Project includes at least two different uses other than the existing uses on adjacent properties.	6			
	3.A. Mixed Income Housing Projects with affordable housing for sale or lease, for residents with 60% or less of the City's median household income.	Points may be awarded to only one of the following				
		33% or more of the total dwelling units.	40			
		20% or more of the total dwelling units.	30			
		10% or more of the total dwelling units.	20			
Page Subtotal						

LAND USE	3.B. Mixed Income Housing Affordable housing projects located in areas identified in the “Opportunity Index” map (as the latest Utah Housing Corp. Allocation Plan, or its successor) as determined by the Planning Director, with a rating of 3 or greater.	Points may be awarded to only one of the following			
		Area rated 5 or greater.	20		
		Area rated 3 or greater.	10		
	4. Accessible Dwelling Units Projects with ADA accessible dwelling units.	Points may be awarded to only one of the following			
		33% or more of the total dwelling units.	8		
		15% or more of the total dwelling units.	5		
		10% or more of the total dwelling units.	3		
	5. Community Serving Uses Projects with community serving uses, such as: day cares, schools, education facilities, community gardens, medical clinics and health and fitness centers.	Points may be awarded to only one of the following			
		Minimum of 1500 square feet.	15		
		Minimum of 1000 square feet.	10		
		Minimum of 500 Square feet.	5		
	6. Redevelopment of Surface Parking Lots. Projects with redevelopment of an existing surface parking lot to an active use or structured parking.	Points may be awarded to only one of the following			
		50% or more of the existing surface parking lot covered by new bldgs.	15		
		35% or more of the existing surface parking lot covered by new bldgs.	10		
		25% or more of the existing surface parking lot covered by new bldgs.	5		
	7. Redevelopment of Nonconforming Use or Noncomplying Building. Projects with redevelopment of a site containing a nonconforming use or noncomplying building.	When project doesn't create negative impacts to the Historic Preservation Overlay District, points may be awarded for the following			
		New buildings that meet standards of the TSA zoning district and replaces a building that does not meet standards.	10		
		Project includes replacing a nonconforming use with a use that is allowed in the TSA zoning district.	5		
	8. Removal of Billboards Projects with redevelopment of a site containing a billboard.	An existing billboard legally removed by the developer as part of a redevelopment project.			
			10		
	9. Sustainable Site & Open Space Design Projects that incorporate adopted City sustainable policies.	Points may be awarded for the following			
		Project utilizes a roof design, such as a landscaped roof, that is intended to reduce energy use, storm drainage runoff or other similar sustainable policies.	10		
		Project utilizes landscape designs & materials that conserve energy, reduce the urban heat island, conserves water, retains or reuses storm drainage or other similar sustainable policies.	5		
Page Subtotal					

BUILDING AND SITE DESIGN	10. Green Building Projects with LEED certification.	Points may be awarded to only one of the following			
		Platinum	50		
		Gold	40		
		Silver	30		
	11. Energy Efficiency Projects that incorporate energy efficiency into the design of the project. Note: If the development relies on off-site power, documentation must be provided showing at least 20 year commitment to power source.	Points may be awarded to only one of the following			
		Project certified with 100% of its energy needs served by renewable power either from on or off-site sources.	50		
		Project certified with 50% its energy needs served by renewable power either from on or off-site sources.	25		
		Solar Array: 5 points for every 500 square feet of solar panels. Max. 20 points.	20		
		Geothermal heating and cooling systems.	10		
		Points may also be awarded for the following:			
		Project designed with passive, energy efficient features that include awnings or solar shades over all windows, or other similar passive energy saving features.	5		
	12. 360° Architecture Projects with architecture features, such as windows, projections, belt courses, changes in building material, pattern and other elements on building facades that are not adjacent to a street. View guidelines for requirements.	Points may be awarded to only one of the following			
		Architectural detailing is wrapped around all four sides of the building.	20		
		Architectural detailing is wrapped around both side facades of a building, but not on the rear façade.	15		
	13. Historic Preservation Projects that preserve, rehabilitate, restore, reuse a historic property or new construction that contributes to the character of a historic property or district.	Points may be awarded to only one of the following			
		Local Register: New construction, major alterations and additions that are approved by the Historic Landmark Commission that include reuse of the site.	40		
		National Register: State Historic Preservation Office review and approval of exterior alterations to buildings not locally designated, but on the national register and seeking federal tax credits.	40		
		Project adjacent to a local or national designated property and is compatible through building mass, bulk, setbacks and design features as determined by the Planning Director.	20		
		Local Register: Project received administrative approval in accordance with Zoning Ordinance 21A.34.020.	5		
		Project adds historical significance to the Salt Lake City Register of Cultural Resources (if qualified) as defined in 21A.34.	50		
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BUILDING AND SITE DESIGN	14. Building Materials Projects with high quality, durable & low maintenance building materials. View guidelines for requirements.	Points may be awarded to only one of the following			
		At least 80% of the street facing façades above the ground floor are clad in durable, high quality materials, excluding glazing, doors, and trim.	20		
		At least 70% of the street facing facades above the ground floor are clad in high quality, durable materials excluding glazing, doors, and trim.	15		
	15. Corner Buildings Projects on a corner of intersecting streets, that address both streets through its design.	Primary entrance of the building addresses the corner by including a hinged, rounded, beveled, open bay, mitered orientation or similar entrance feature.	10		
	16. Rooftop Design & Use Projects with a rooftop use.	Points may be awarded to only one of the following			
		Rooftop of the building used as a common space for occupants.	6		
		A roof includes at least one of the following features: <ul style="list-style-type: none">Two or more sloping planes visible from a public street;An arched or barrel vaulted design;A distinguishable cornice or parapet;Overhangs that are a min. of 1 foot in depth to create a shadow line.	5		
	17. Eyes on the Street & Public Spaces Projects designed to have windows, doors, balconies or other similar features facing public streets & open spaces.	Operable openings, balconies, verandas or other similar features on all levels of the building that face a public space and allow visibility into the public space. Balconies need to have a min. depth of 5 feet and include at least 30 sq. ft. of space.	15		
	18. Lighting Projects with a lighting plan that meets at least one of the following:	<ul style="list-style-type: none">Casts light from store fronts onto the sidewalk;Highlights unique architectural features of a building;Highlights artwork or unique landscape features.	6		
	19. Signs Projects that include pedestrian oriented signs.	Points may be awarded to only one of the following			
Sign is mounted perpendicular to the primary building façade and oriented to the pedestrian. (projecting business storefront sign).		2			
Awning or canopy sign that is integrated into the design of the building.		2			
Monument sign that is integrated into the site and compatible with the building architecture.		2			
PUBLIC SPACES	20. Public Spaces & Plazas Projects that include active, outdoor spaces, that are accessible to the public and adjacent to a public right of way.	Points may be awarded to only one of the following			
		Project includes a min. of 15% of the total lot area.	15		
		Project includes a min. of 10% of the total lot area.	10		
		Project includes a min. of 5% of the total lot area.	5		
		Public space, regardless of size, located within 330 ft. of a transit station and includes seating, art, protection from the elements or other feature intended to activate the space or make it comfortable.	3		
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PUBLIC SPACES	21. Streetscape Amenities Projects with street furniture, pedestrian amenities, public art or other similar features intended to improve the streetscape:	Points may be awarded to only one of the following			
		At least 4 street furnishings.	3		
		At least 3 street furnishings.	2		
		At least 2 street furnishings.	1		
	22. Public Artwork Projects with public art in a location where it is readily visible from a public space.	2 points per art piece, up to a max. of 6 points	6		
CIRCULATION	23. Connections & Walkways Projects with connections and walkways from buildings, parking lots and private open space to public spaces.	Points may be awarded for the following:			
		Project includes a min. six foot wide ADA accessible walkway through a parking lot that is separated from vehicle drive aisles.	4		
		Project includes a min. six foot wide ADA accessible sidewalk from private property to public open spaces.	4		
	24. Bicycle Amenities Projects that include bicycle parking amenities in addition to what is already required in the zoning ordinance.	Points may be awarded for the following:			
		Project includes lockers, changing rooms for cyclists and showers.	6		
		Project includes any bicycle amenity identified in the Bicycle Amenity section of the <u>Transit Station Area Development Guidelines</u> .	3		
		Project incorporates art into the design of the bicycle amenity.	3		
	25.A. Access to Transit: Projects located within close proximity to a rail station platform or bus stop where 3+ separate bus routes come together.	Points may be awarded to only one of the following			
		Project located within 300 feet, measured along the most direct, legal walking path.	15		
		Project located within 750 feet, measured along the most direct, legal walking path.	10		
		Project located within 1500 feet, measured along the most direct legal walking path.	5		
	25.B. Access to Transit: Developments that provide transit passes to residents as follows:	Multi-family residential development that provides transit passes to residents through the City's transit pass program for a min. period of three years from the development's initial occupancy. Passes shall be available for free to residents at request. At least one pass shall be available per unit. Verification from Transportation division of min. 3 year participation is required.	15		
	26. Public Walkways Interior to the Block Developments with public walkways, which are not fenced or gated, through the interior of blocks.	Points may be awarded to only one of the following			
		Project includes narrow street or alley through the project that accommodates people walking, biking and driving.	30		
		Project includes a walkway accessible to the public that is a min. of 10 feet wide that connects through the property to a public space, such as park, trail or street or similar area and allows for the walkway to be continued on adjacent properties.	20		
Page Subtotal					

PARKING	27. Parking Structure Design Parking structures that incorporate the following:	Points may be awarded to only one of the following			
		100% of the parking structure is wrapped with high quality, durable materials or habitable space with a depth of at least 25 ft. on all street facing facades.	25		
		75% of the parking structure is wrapped in high quality, durable materials or habitable space with a depth of at least 25 ft. on all street facing facades.	20		
		For below grade parking structures, there is no visible evidence of the parking garage other than the parking entrance (to qualify ground floor uses must have entrances at grade without the use of ramps).	25		
	28. Alternative Vehicle Parking Projects that include dedicated parking stalls for alternative fuel vehicles, scooters, mopeds or motorcycles:	Points may be awarded for the following:			
		Parking for alternative fuel vehicles, scooters, mopeds, motorcycles, or other similar vehicle is provided at a rate equal to 7% of the total number of spaces provided for automobiles.	5		
		Project includes dedicated parking stalls/equipment for a car sharing program.	3		
		Projects that include charging stations for electric vehicles may also be awarded to one of the following:			
		Level 1 Station: 2 pts per stall	6		
		Level 2 Station: 3 pts per stall	9		
		Level 3 Station: 4 pts per stall	12		
	29. Parking Ratios Projects that provide parking in the ratios indicated:	Points may be awarded to only one of the following			
		Residential developments with parking ratio less than 1 stall per unit.	25		
		Residential development with parking ratio less than 1.25 stall per unit.	15		
		Non-residential developments with parking ratio less than 2 stalls per 1,000 gross square feet.	20		
ENGAGEMENT	30. Neighborhood Input	Points may be awarded to only one of the following			
		Project presented to the associated community council, and has notified residents and property owners within 300 ft via mail about when and where the community council presentation will be held.	10		
		Project presented at an open house for the proposal on the development site and has notified residents and property owners within 300 ft via mail about when and where the open house will be held.	10		

APPROVAL PROCESS	APPLICANT	STAFF
Planning Commission Review Required 124 points or less		
Administrative Approval (Staff) 125 points or more		