



Variance

OFFICE USE ONLY

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

PLEASE PROVIDE THE FOLLOWING INFORMATION

Request:

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.

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.

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 **\$403**
Plus, additional fee for required public notices. Noticing fees 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"/> | 1. Project Description (please electronically attach additional sheet) |
| <input type="checkbox"/> | <input type="checkbox"/> | Written description of your proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Variance Information (See Section 21A.18 for Variance Ordinance) |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Describe your proposed construction and specifically how it would not meet the zoning ordinance. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Cite the zoning ordinance that prevents your proposal from meeting the zoning requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | c. What special circumstances associated with the subject property prevent you from meeting the zoning requirement? (Reasons for your variance request may not be economic) |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Explain how the literal enforcement of this Zoning Ordinance causes an unreasonable hardship that is not necessary in carrying out the general purpose of this Zoning Ordinance. |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Explain what special circumstances exist on the subject property, which do not generally apply to other properties in the same zoning district.
The law requires that a property-related hardship be identified before granting a variance. For example, size, grade of lot, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Explain how this variance will be essential to the enjoyment of a substantial property right possessed by other properties in the same zoning district. |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Would the variance uphold the general zoning plan and not negatively affect the public interest? Please explain your reasoning. |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Explain how this variance will observe the spirit of this Zoning Ordinance and City Master Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Any other information deemed necessary by the Zoning Administrator. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Minimum Plan Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | A digital (PDF) copy of each plan and elevation drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan (see Site Plan Requirements flyer for further details) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Elevation Drawing (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |

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.