

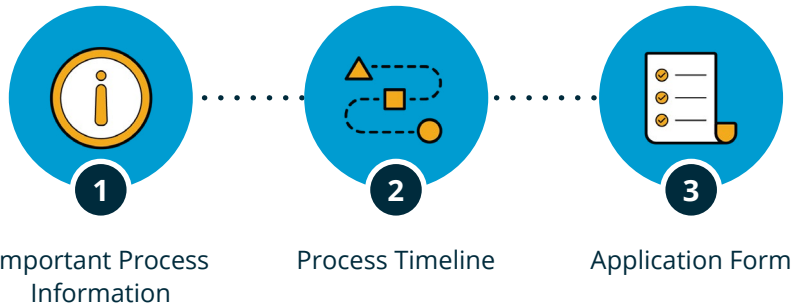


PLANNING PROCESS // ZONING AMENDMENT

ABOUT THE APPLICATION

Thank you for your interest in submitting a Zoning Amendment 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@slcgov.com or give us a call at 801.535.7757.





PURPOSE & INTENT OF THE PROCESS

An amendment may be initiated to modify the text of the Zoning Ordinance or to change the designations or boundaries of the Zoning Map. The amendment process is not intended to relieve particular hardships nor to confer special privileges or rights upon any person, but only to make adjustments necessary in light of changed conditions or changes in public policy.

WHO CAN INITIATE AN AMENDMENT?

Applications for amendments may be initiated by the Mayor, the City Council, the Planning Commission, the Owner of the property included in the application, or the Property Owner's Authorized Agent.

CONSIDERATION FACTORS FOR AMENDMENTS ([21A.50.050](#))

A decision to amend the text of this title or the zoning map by general amendment is a matter committed to the legislative discretion of the City Council and is not controlled by any one standard.

A. In making its decision concerning a proposed text amendment, the City Council should consider the following factors:

1. Whether a proposed text amendment is consistent with the purposes, goals, objectives, and policies of the City as stated through its various adopted planning documents;
2. Whether a proposed text amendment furthers the specific purpose statements of the zoning ordinance;
3. Whether a proposed text amendment is consistent with the purposes and provisions of any applicable overlay zoning districts which may impose additional standards; and
4. The extent to which a proposed text amendment implements best current, professional practices of urban planning and design.
5. The impact that the proposed text amendment may have on city resources necessary to carry out the provisions and processes required by this title.
6. The impact that the proposed text amendment may have on other properties that would be subject to the proposal and properties adjacent to subject properties.
7. The community benefits that would result from the proposed text amendment, 21A.50.050.C.



B. In making a decision to amend the zoning map, the City Council should consider the following:

1. Whether a proposed map amendment is consistent with the purposes, goals, objectives, and policies of the City as stated through its various adopted planning documents;
2. Whether a proposed map amendment furthers the specific purpose statements of the zoning ordinance;
3. The extent to which a proposed map amendment will affect adjacent properties;
4. Whether a proposed map amendment is consistent with the purposes and provisions of any applicable overlay zoning districts which may impose additional standards; and
5. The potential impacts on the City to provide safe drinking water, storm water, and sewer to the property and other properties based on the additional development potential of future development including any impact that may result in exceeding existing or planned capacities that may be located further away from the subject property.



6. The status of existing transportation facilities, any planned changes to the transportation facilities, and the impact that the proposed amendment may have on the city's ability, need, and timing of future transportation improvements.
7. The proximity of necessary amenities such as parks, open space, schools, fresh food, entertainment, cultural facilities, and the ability of current and future residents to access these amenities without having to rely on a personal vehicle.
8. The potential impacts to public safety resources created by the increase in development potential that may result from the proposed amendment.
9. The potential for displacement of people who reside in any housing that is within the boundary of the proposed amendment and the plan offered by the petitioner to mitigate displacement.
10. The potential for displacement of any business that is located within the boundary of the proposed amendment and the plan offered by the petitioner to mitigate displacement.
11. The community benefits that would result from the proposed map amendment, as identified in 21A.50.050.C.

COMMUNITY BENEFIT (21A.50.050.C)

Every zoning text and zoning map amendment application must include a proposed community benefit and should demonstrate that the benefit would not otherwise be available without the proposed amendment. The proposed community benefit should be proportional to the increase in development potential should the amendment be adopted. The following are community benefits that could be proposed:



- **Housing:** Provision of affordable or family-sized housing.
- **Dedication of Publicly Accessible Open Space:** Dedication of open spaces accessible to the public.
- **Preservation of Critical Lands:** Conservation or restoration of critical lands such as wetlands, river corridors, or wildlife habitats.
- **Historic Building Preservation:** Safeguarding historic structures not already protected against demolition.
- **Support for Local Businesses:** Inclusion of space for small businesses or charitable organizations within a development.
- **Expansion of Public Infrastructure:** Enhancement of public infrastructure beyond what's necessary for future development.

Any community benefit that is required as a condition of approval of the amendment(s) would be secured through a Development Agreement.

TENANT DISPLACEMENT OBLIGATIONS (21A.50.050.D.4)

If a proposal is expected to involve the demolition of any residential unit, the City Council may require the petitioner to provide relocation assistance to the current tenant(s). It is the responsibility of the applicant or property owner to ensure compliance with this requirement and provide proof that the obligation has been satisfied. The applicant can submit the evidence along with their application, or it may be required as a condition for approval determined by the City Council. All payments should be received by the tenant 24 hours in advance of leaving the unit to be demolished.



Relocation assistance includes the following:

- Moving expenses based on a reasonable estimate provided by the tenant, up to a maximum of \$1,500.
- Application fees for the replacement housing.
- The deposit that the displaced tenant would have to pay to secure replacement housing.
- Rental assistance payment based on the difference, if any, between the cost of the monthly rent of the demolished housing and a comparable unit. The rental payment total amount paid shall not be more than \$7,200.

DISCLAIMER: IF A HOUSING UNIT IS DEMOLISHED OR NEGLECTED TO THE POINT OF BEING UNINHABITABLE AT ANY TIME DURING THE FIVE YEARS PRIOR TO A PETITION FOR A ZONING AMENDMENT BEING SUBMITTED OR IS PLACED ON THE CITY'S BOARDED BUILDING INVENTORY, THE CITY COUNCIL MAY REQUIRE THIS SECTION TO APPLY TO TENANTS THAT WERE DISPLACED BY THE DEMOLITION OR REQUIRE THE TENANT RELOCATION AMOUNT TO BE PAID TO THE CITY FOR THE PURPOSE OF OTHER TENANT RELOCATION ASSISTANCE.

DEMOLISHED UNIT REPLACEMENT (21A.50.050.E)

The future development may be required to replace the demolished housing unit within the new development. The replacement housing unit should have the same number of bedrooms as the demolished unit. In addition, the applicant shall propose one of the options listed below:



- a. The replacement unit shall be rented at the same amount as the demolished unit with no more than a 3% annual increase on the rental rate for a period of 20 years.
- b. The applicant may propose a payment to the city in lieu of the rental restriction on the new unit to go toward the city's housing fund to offset the loss of affordable housing. The payment shall be equal to the monthly rent of the unit prior to demolition multiplied by the number of months between the time the unit is vacated prior to demolition until a Certificate of Occupancy for the replacement dwelling is issued.

CONSULTATION

If you have questions regarding the Zoning Amendment regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slcgov.com 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
🕒 6 - 12 MONTHS

- APPLICANT
- STAFF



APPLICATION RECEIVED

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



PLANNER ASSIGNED

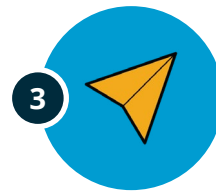
Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).

🕒 14 days



APPLICATION MODIFICATIONS

Modifications based on public input & City Department review comments (if needed, applicant must submit updates). Minor issues will be conditions of approval. **Note:** Significant issues may cause additional delays.



PUBLIC NOTICE

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

🕒 45 days



PUBLIC ENGAGEMENT

Open House and/or Community Council presentation held. **Note:** The Planning Director has the discretion to extend the public engagement period, including additional public hearings on complex proposals.



PLANNING COMMISSION

Public hearing scheduled, notices sent, staff report produced, and commission recommendation made.

🕒 21 days



CITY COUNCIL PROCESS

City Council holds a briefing with staff during work session. Public hearing and action follows. Timeline determined by City Council office. www.slc.gov/council



TRANSMITTAL OF COMMUNITY AND NEIGHBORHOODS (CAN)

Commission minute approval and public record are assembled by staff. After review, the package is transmitted to City Council.

🕒 21 days

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.

ZONING AMENDMENT

IMPORTANT INFORMATION



CONSULTATION

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



SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



REQUIRED FEES

- **Map Amd: \$1,214** filing fee, plus **\$121** per acre (in excess of 1 ac).
- **Text Amd: \$1,214** filing fee.
- Additional required notice fees 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

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.

SUBMITTAL REQUIREMENTS

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.50)

A statement declaring the purpose and justification for the proposed amendment.

A written general description of any future development that is planned for the property including the anticipated use, density, scale of development, timing of development, the anticipated impact to existing land uses and occupants of the land subject to the proposal, and any additional land use petitions that may be anticipated to develop the site. Visual renderings and basic site plans may be provided by the applicant.

Is the request amending the Zoning Map? If so, please list the parcel numbers to be changed and a map that shows the current use of the subject property and adjacent properties.

Is the request amending the text of the Zoning Ordinance? If so, please include language and the reference to the Zoning Ordinance to be changed. Text that is proposed to be added shall be underlined and text that is proposed to be deleted shall be shown with a strikethrough line.

COMMUNITY BENEFIT (21A.50.050.C)

A written description regarding the proposed community benefit(s) associated with the amendment. The description shall adequately describe the necessary details to demonstrate that the proposed community benefit is roughly proportionate to the potential increase in development right if the proposed amendment were to be adopted. See 21A.50.050.C for a list of community benefits that can be proposed.

DATA COLLECTION (21A.50.040.A)

DISCLAIMER: FILL OUT THE REQUIRED DATA COLLECTION INFORMATION BELOW BY USING THIS [LINK](#). DO NOT UPLOAD THIS INFORMATION TO THE CITIZENS ACCESS PORTAL. <https://bit.ly/slcpplanning-datacollection>

For residential properties, the following information must be provided:

- *The current or prior number of dwellings;*
- *Square footage and number of bedrooms for each dwelling unit;*
- *The current cost of rent and the cost of rent for the previous 36 months;*
- *The total number of people residing on the property.*

For nonresidential properties, the following information must be provided:

- *Details on the nature of the existing and prior use;*
- *Square footage of the leasable area;*
- *Detailed list of current or prior occupants;*
- *The current cost to lease and the cost to lease for the previous 36 months.*

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.