



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.



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ZONING@SLCGOV.COM
TEL 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 in 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, or the owner of the property included in the application, or the property owner's authorized agent.

STANDARDS 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.
- 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 adequacy of public facilities and services intended to serve the subject property, including, but not limited to, roadways, parks and recreational facilities, police and fire protection, schools, stormwater drainage systems, water supplies, and wastewater and refuse collection.



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

1



APPLICATION RECEIVED

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

2



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

4



APPLICATION MODIFICATIONS

Modifications based on public input & City Department review comments (if needed, applicant must submit updates). Minor issues will be conditions of approval.



45 days

3



PUBLIC NOTICE

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

5



PLANNING COMMISSION

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



21 days

6



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

7



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

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
<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.

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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.50.040.A)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description: <ul style="list-style-type: none">• A statement declaring the purpose for the amendment.• A description of the proposed use of the property being rezoned.• List the reasons why the present zoning may not be appropriate for the area.• Is the request amending the Zoning Map? If so, please list the parcel numbers to be changed.• 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.

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.