

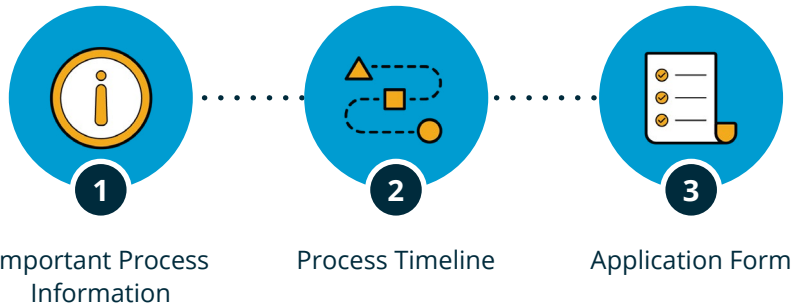


# PLANNING PROCESS // ZONING INCENTIVES

## ABOUT THE APPLICATION

Thank you for your interest in submitting a Zoning Incentives 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](mailto:zoning@slcgov.com) or give us a call at 801.535.7757.





## PURPOSE & INTENT OF THE PROCESS

**The purpose of the Zoning Incentives chapter is to establish zoning incentives to support achieving adopted goals within the city’s adopted plans and policy documents.** The Zoning Incentives process is for planning staff to review applications for using by right and administrative incentives.



## BY RIGHT VS. ADMINISTRATIVE REVIEW

The Zoning Incentives chapter allows some projects to proceed without a secondary process and others can proceed with a staff or administrative review rather than a process that requires a decision by the Planning Commission. By right and administrative review projects must submit this application for planning staff review to determine whether proposals meet incentive requirements and to track required documents.

**If a separate administrative review process is required, such as a Design Review or Planned Development, those applications must also be submitted and any required fee is waived. Identify with the submittal that the project is applying for a zoning incentives request.**



## INCENTIVES REQUIREMENTS

**The Zoning Incentives chapter has specific requirements for use of the incentives. They require a restrictive covenant (deed restriction) to be placed on the property that details the requirements of the incentives.** The restriction transfers with ownership of the land. It must be recorded on the property before a Building Permit is issued. See the applicable section in [21A.52](#) for individual incentive requirements. For example, the affordable housing incentives require submittal of an annual report.



## CONSULTATION

If you have questions regarding the Zoning Incentives regulations or process, please contact the Salt Lake City Planning Counter staff at [zoning@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 801-535-7757.

**As you plan your project and before you submit a zoning incentives application, it is recommended that you meet with staff in two separate meetings:**

- 1. Development Review Team (DRT) meeting:** held by Planning, Building Services, Public Utilities, Transportation and Engineering Division Staff.
- 2. Pre-submittal meeting:** held by the Planning Division on Thursdays in 30 minute slots between 1:30 and 3:30 pm.

# PROCESS TIMELINE

**BY RIGHT** | 1-2 WEEKS  
**ADMIN. REVIEW** | 1-2 MONTHS

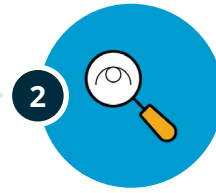
- APPLICANT
- STAFF



1 day

## APPLICATION RECEIVED

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



3 days

## PLANNER ASSIGNED

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



21 days

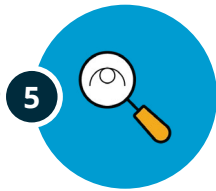
## RESTRICTIVE COVENANT

Review terms of restrictive covenant identifying affordability and any other requirements with staff and city attorney's office.



## PRELIMINARY APPROVAL (IF APPLICABLE)

If the application can be approved by right, it will receive Preliminary Approval and the applicant can submit for building permit review. If administrative review is required, the applicant shall submit the required application.



## ADDITIONAL REVIEW PROCESS (IF APPLICABLE)

Additional review process applications submitted (ex. Design Review, Planned Development, Minor Alteration).



## BUILDING PERMIT PROCESS

Start of building permit process. Time frames determined by Building Services. [www.slc.gov/buildingservices](http://www.slc.gov/buildingservices)



## BUILDING PERMIT ISSUED

Restrictive covenant must be recorded before building permit is issued.



## RESTRICTIVE COVENANT RECORDED

Restrictive covenant signed by property owner & city and recorded with the Salt Lake County Recorder.

**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 INCENTIVES

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [zoning@slcgov.com](mailto: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](#).

## APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

ADDRESS OF SUBJECT PROPERTY

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

TYPE OF INCENTIVE REQUEST

Affordable Housing Incentives

## 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. The use of Zoning Incentives requires a restrictive covenant to be recorded on the property. This agreement shall be signed by the property owner and the city and will transfer with ownership.

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.52.040.A](#))

### Project Description:

- The street address, tax parcel number and legal description of the subject property.
- The zoning classification, zoning district boundaries and present use of the subject property.
- The total number of dwelling units in the project, the number of affordable units, the number of bedrooms in the affordable units, the location of the affordable units, and level of affordability.

### Drawings that help demonstrate compliance with requirements:

- Location of all existing and proposed buildings and structures, accessory and principal.
- Site plan - Additional information required for site plan review can be found in [Chapter 21A.58 Site Plan Review](#) (see [Site Plan Requirements](#) flier for further details).
- Elevation drawings of each facade.
- Floor plans drawn to scale with affordable units identified.
- Number of stories and height, dwelling type, if applicable, total square footage of the floor area by proposed use.

**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.