



# PLANNING PROCESS // **DESIGN REVIEW**

## ABOUT THE APPLICATION

Thank you for your interest in submitting a Design 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](mailto:zoning@slc.gov) or give us a call at 801.535.7757.



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### PURPOSE & INTENT OF THE PROCESS

The purpose of the design review chapter is to: **1)** establish a streamlined process and standards of review for minor modifications to applicable design standards, and **2)** ensure high quality outcomes for larger developments that have a significant impact on the immediate neighborhood and the city. The design review process is not intended to be a means to simply obtain variances from zoning regulations.



### ADMINISTRATIVE VS. COMMISSION REVIEW

Authority for administrative review is now more limited in scope ([Section 21A.59.040](#)). The Planning Commission is the review authority for all additional building height requests and may consider modifications that exceed the allowances listed in Table 21A.59.040 or any other design standard modification authorized in the base zoning district or [Chapter 21A.37 Design Standards](#). Modifications to design standards for properties within a Historic Preservation Overlay District are subject to [Section 21A.34.020](#) and authority for review is deferred to the Historic Landmark Commission.



### REVIEW STANDARDS

The Design Review ordinance states specific standards that the Planning Division or Planning Commission must use when evaluating a Design Review application. All applications must submit evidence demonstrating that the proposal complies with:

- The purpose of the individual zoning district,
- The proposed modification is compatible with the development pattern of other buildings on the block.
- The purpose of the individual design standards that are applicable to the modification request, and face or on the block face on the opposite side of the street.

Applications must submit evidence demonstrating that the proposal complies with applicable design review standards ([Section 21A.59.050](#)). Evidence includes photos of existing conditions and surrounding context, written narrative, graphic images, and relevant calculations.



### CONSULTATION

If you have questions regarding the Design Review regulations or process, please contact the Salt Lake City Planning Counter staff at [zoning@slc.gov](mailto: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



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).

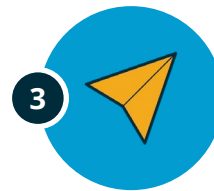
🕒 14 days



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.

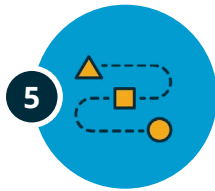


3

### PUBLIC NOTICE

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

🕒 12 days



5

### STAFF VS COMMISSION APPROVAL

If eligible for staff approval, the application is approved at this point. Items that require a public hearing will be forwarded to the Planning Commission.



6

### PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced.

🕒 21 days



8

### BUILDING PERMIT PROCESS

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



7

### DECISION & APPEAL PERIOD

Public hearing held and decision made.  
10 day appeal period starts after decision.

🕒 10 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.

# DESIGN REVIEW

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [zoning@slc.gov](mailto: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

- **\$978** filing fee, plus **\$121** per acre (in excess of 1 acre).
- Additional 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

**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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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 ( <a href="#">21A.59.030.B</a> )
<input type="checkbox"/>	<input type="checkbox"/>	<b>Narrative and images that demonstrate how the proposal complies with:</b> <ul style="list-style-type: none"><li>Applicable design review objectives found in section <a href="#">Section 21A.59.050</a>.</li><li>The purpose of the zoning district.</li><li>The purpose of the applicable design standards of the zoning district.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> <ul style="list-style-type: none"><li>Site plan (see <a href="#">Site Plan Requirements</a> flier for further details).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Photos showing the characteristics of the site and its surroundings:</b> <ul style="list-style-type: none"><li>It must include at a minimum the facades of adjacent development, trees on the site, general streetscape character, and views to and from the site.</li></ul>
RECOMMENDED		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Description:</b> <ul style="list-style-type: none"><li>Written description of your proposal including why the design review process is needed. (i.e. additional height or, modification to a design standard in <a href="#">21A.37</a>).</li><li>Type of construction and list the primary exterior construction materials.</li><li>Number, size, and type of dwelling units in each building, and the overall dwelling unit density.</li><li>Proposed uses with square footage for each use.</li><li>Parking calculations.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Drawings that help demonstrate compliance with standards:</b> <ul style="list-style-type: none"><li>Detailed elevation drawings, identifying building materials.</li><li>Floor plans drawn to scale.</li><li>Sections and details drawn to scale, if applicable.</li><li>Renderings of proposed development.</li></ul>

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.