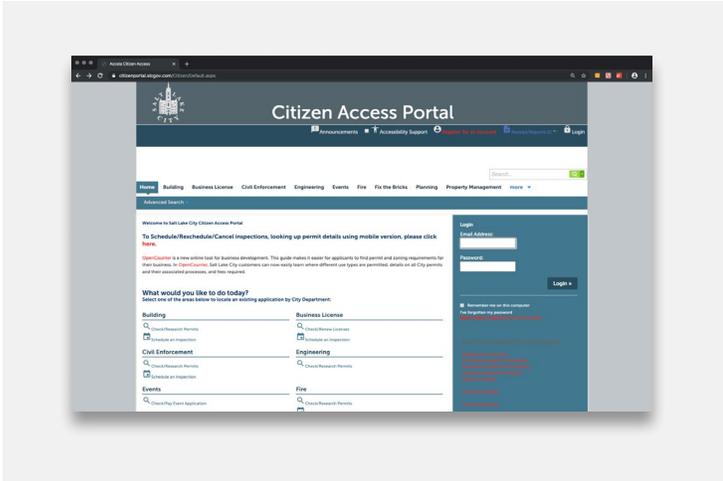


Citizen's Access Portal

**HOW TO SUBMIT
AN APPLICATION**



HOW TO SUBMIT AN APPLICATION



Follow this simple guide to submit your application. If you need help, you can watch the [instructional video](#) on how to use the [Citizens Access Portal](#).

For any questions, email us at zoning@slc.gov for a faster response.

GETTING STARTED

- Visit the [Citizens Access Portal](#) website.
- Create an account and log in (enter your credentials to log in to your account).
- Once logged in, click the **Planning** tab at the top of the page.
- Below the department tabs, click **Apply for a Petition**.
- Read and accept the General Disclaimer, then click **Continue Application**.
- Choose the **Record Type** (type of application) from the dropdown or search bar, then click **Continue Application**.

STEP 1 PROPERTY LOCATION

1. Enter the property address and click **Search**.
2. Verify the property information is correct.
3. Add the property owner's phone number and email.
4. Click **Continue Application**.

STEP 2 APPLICANT INFORMATION

5. Select the applicant by clicking **Select from Account** or **Add New**.
6. Enter applicant's contact information.
7. Click **Continue Application**.

STEP 3A USAGE DETAILS (FOR APPEALS AND ZONING APPLICATIONS)

8. In the pop-up window, enter today's date.
9. Choose **Structure** or **Property** for Type of Usage.
10. Describe the **Existing Use** (e.g., single-family home, duplex, retail).
11. Describe the **Proposed Use**. (e.g., maintain existing use, change to commercial).
12. Under **Applicant's Interest**, include your relationship to the project (e.g., owner, contractor) and project description.
13. If you are appealing a decision, follow **STEP 3B**. Otherwise, click **Continue Application**.

FILLING OUT YOUR APPLICATION

STEP 3B APPEAL OF A DECISION

1. Enter the *Date of Original Decision*.
2. Specify if the original decision maker (*choose either Administrative Decision or Commission Decision*).
3. Under *Decision Being Appealed*, briefly explain why you are appealing the decision (*you can upload your detailed explanation in STEP 4*).
4. Enter the *Original Petition Number* and *Existing Use*.
5. Click *Continue Application*.

STEP 4 ATTACHMENTS

6. Choose the type of application to download to your computer.
7. Download the application to your computer, fill it out, and upload it as an attachment.
8. Upload required documents listed in the application (*e.g. site plans, elevation plans, project description, etc.*).
9. Click *Add* to upload each attachment. A pop-up window will appear; click *Add* again to select a file from your computer. Repeat until all attachments are uploaded.
10. After uploading the files, click *Continue*.
11. Provide a brief description of the files you've uploaded.
12. Make sure the files are uploaded correctly, then click *Save*.
13. Click *Continue Application*.

STEP 5 APPLICATION REVIEW

14. Review your application to make sure everything is correct.
15. Click *Continue Application*.

STEP 6 APPLICATION FEES

16. Most applications require a fee. Have your credit card ready for payment.
17. Additional fees for notices will be assessed for payment after your application is processed.

PROCESSING YOUR APPLICATION

After you submit your application and pay the fees, your application will be reviewed by a planner. If more information or fees are needed, the planner will contact you. Some petitions may take longer to process, depending on the complexity of the request.



For questions or comments, please contact:
Planning Division | zoning@slc.gov | 801.535.7700

