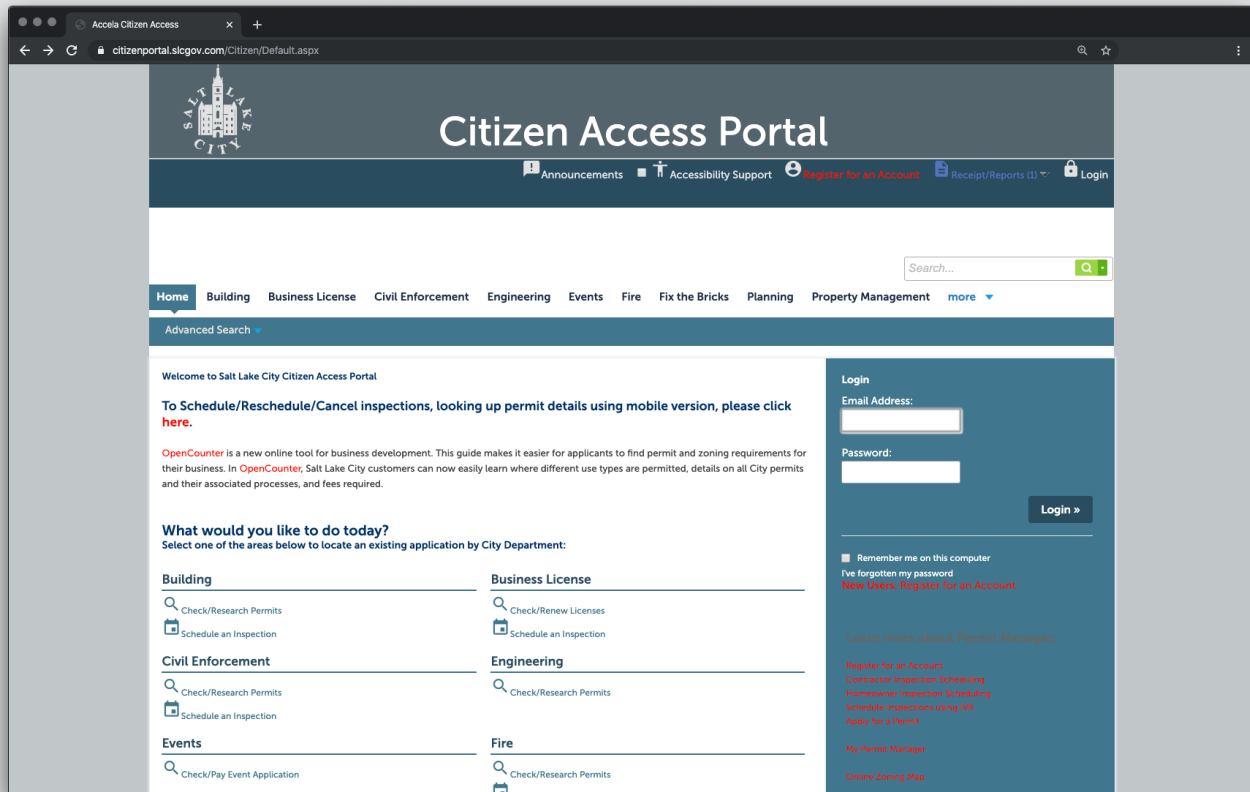# HOW TO SUBMIT AN APPLICATION ONLINE

SALT LAKE CITY **PLANNING**

ONLINE APPLICATIONS //

All of our applications are available to submit online. Please follow this step-by-step guide on how to submit your application online.

You can also view the *instructional video* on how to utilize *Citizens Access Portal*.

For assistance or questions in submitting an application, please contact the Planning Counter via email at *zoning@slcgov.com* for a faster response than phone.

GETTING STARTED //

1. Go to the Citizens Access Portal website.

2. Create a User Account and then login to your account.
   It will not automatically log you in when you create an account.

3. Once you are logged in, click on the Planning tab near the top of the page.

4. Click the Apply for a Petition below the department name tabs.

5. Read and accept the General Disclaimer, then click Continue Application.

6. Select or search the Record Type (application) needed from the drop down menu or search bar.

7. Click Continue Application.

HOW TO SUBMIT AN APPLICATION ONLINE

FILLING OUT YOUR APPLICATION //

STEP 1 // PROPERTY LOCATION

- Type in the address and click Search.
  It is not necessary to enter the parcel and owner information.

- Verify the information is correct.

- Enter the property owner's phone number and email on the Owner's information section.

- Click Continue Application.

STEP 2 // APPLICANT INFORMATION

- Select applicant by clicking Select from Account or Add New.

- Enter contact information.

- Click Continue Application.

STEP 3A // USAGE DETAILS

This step is applicable to Appeals and Zoning Administrator applications.

- In the popup window, input today's date under the Date Section.

- Choose structure or property under Type of Usage.

- Describe Existing Use.
  For example: single family home, duplex, retail, etc.

- Describe Proposed Use.
  For example: maintain existing use, change to commercial, etc.

- Applicant's Interest.
  Provide a detailed description of your project and explain your relationship to the project (owner, contractor, etc.)

- If you are appealing a decision please follow Step 3B Otherwise, Click Continue Application.

STEP 3B // APPEAL OF A DECISION

This step is applicable to Appeal applications.

Enter the following information:

- Date of Original Decision

- Original Decision Maker
  Specify if it is an Administrative Decision or Commission Decision.

- Decision Being Appealed
  Include a brief rationale for appealing the Decision. Your detailed argument should be uploaded as an attachment in Step 4.

- Original Petition Number

- Existing Use

- Click Continue Application

STEP 4 // ATTACHMENTS

- Select the type of application.
  This will be the paper copy of the application to be printed and put in your file. Download the application to your computer, fill it out and upload it as an attachment.

- Upload application and required documents (site plan, elevation plans, project description, etc.).
  A list of required documents to process your application can be found on the downloadable application.

- Click Add to upload attachments.
  This step will prompt a pop up window, Click Add to select a file from your computer, repeat this step until all required documents are attached.

- When all files are uploaded Click Continue.

- Provide a brief description of the files attached.

- Click Save to save all added documents
  Open document to ensure the documents are uploaded successfully.

- Click Continue Application

STEP 5 // APPLICATION REVIEW

- Review application before submitting to ensure all of the information provided is correct.

- Click Continue Application.

STEP 6 // APPLICATION FEES

- Most applications require fee payment.
  Have your credit card ready for this.

- Additional notice fees will be assessed once the application has been processed.

PROCESSING YOUR APPLICATION //

After submitting the application and required fees are paid, a record is automatically created and assigned to a planner to review for completeness. If additional information or fees are required you will be contacted by the staff planner.

Some petitions may take longer to process than others depending on the complexity of the request.

For questions, comments or concerns please contact:

PLANNING DIVISION
zoning@slcgov.com
801.535.7700