



# DEVELOPMENT REVIEW TEAM (DRT) SUBMITTAL FORM

**Meeting Location**

DRT meetings are being held virtually. A link to the meeting will be provided via email once it is scheduled.  
  
Ph: (801) 535-7120

|                            |   |               |             |
|----------------------------|---|---------------|-------------|
| <b>Contact Information</b> | <b>NAME:</b>  |               |             |
|                            | <b>COMPANY:</b>                                       |               |             |
|                            | <b>ADDRESS:</b>                                       |               |             |
|                            | <b>CITY:</b>  | <b>STATE:</b> | <b>ZIP:</b> |
|                            | <b>PHONE:</b>   | <b>EMAIL:</b> |             |
|                            | <b>REFERRED BY:</b>                                   |               |             |
|                            | <b>LIST OF CONTACTS (Name/E-mail):</b> 1.)<br>2.) 3.) |               |             |

|                         |                                 |
|-------------------------|---------------------------------|
| <b>Project Location</b> | <b>PROJECT ADDRESS(ES):</b>     |
|                         | <b>TAX PARCEL ID NUMBER(S):</b> |

**Does the proposal include an encroachment in a public right-of-way?:**

**No:** DRT no longer reviews encroachment agreements. Please visit <https://www.slc.gov/can/cares/encroachments/> for the new online encroachment application.  
**Yes:**

**\*PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR COMPLETED APPLICATION:**

A Conceptual Site Plan that includes the following information:

- Existing and/or proposed locations of:
  - Property lines;
  - Size and footprint of all structures;
  - Adjacent streets, sidewalks and alleyways (include access points to a public/private street);
  - Hard-surfaced areas (parking, driveways ... etc.);
  - Front, side, and rear yard setback dimensions from the property line;
  - Landscaped areas;
  - Fire hydrant locations; and,
  - Building floor plans, sections and elevations (if applicable).

A completed Project Narrative (See page 2 of this application).

**\*Project information shall be submitted with this application in order for a meeting to be scheduled. Plans may be submitted electronically at [drt@slcgov.com](mailto:drt@slcgov.com).**

**Other information may be required in order for the Development Review Team (DRT) to present a preliminary technical review sought for the project under consideration.**

|                       |  |
|-----------------------|--|
| <b>Acknowledgment</b> | <p>I _____, hereby acknowledge that I will, upon receipt of the DRT report, review the comments presented to me by the DRT. I acknowledge that I am required to attach the comments to my construction documents as part of the formal submittal through Building Services, if a permit is required. I also agree to adhere to these suggestions as my construction documents progress through the permit process(es).</p> |
|                       | <p>Additionally, I understand that my responsibility is to communicate any verbal or written communications on said application to all other members of the DRT; including, but not limited to application comments, staff reports, meeting times, etc.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;"><b>Date</b></p>  |

# PROJECT NARRATIVE

**Project/Business Name:**

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**Project description and proposed use:**

**Existing use(s) on the site:**

**Uses adjacent to the site:**

**Describe any hazardous materials associated with the site:**

**\*ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED FOR DRT REVIEW\***



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## DEVELOPMENT REVIEW TEAM

### Technical Review Information Sheet

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#### **Process:**

The Development Review Team (DRT) offers a technical review of projects proposed for construction in Salt Lake City. This review is intended to provide potential developers and design professionals with general requirements and processes related to a proposed development. DRT meetings are an optional service where pre-application information is provided pertinent to zoning, fire, transportation, engineering and public utility standards/codes.

The following types of projects are reviewed by the DRT:

- Commercial - New Construction; large additions
- Industrial - New Construction; large additions
- Multi-Family (Apartments, Townhouses, Condominiums) - New Construction; large additions
- Change of Use
- Accessory Dwelling Units
- Encroachments into a Public Right-of-Way
- Project requiring an increase in parking or landscaping to the site (21A.58.030)

A DRT review may occur concurrent with or separate from any public or administrative approval process(es) with the City. A DRT review is conceptual in nature that is separate from the plan review process for permitting.

#### **Report:**

After the review of conceptual documents by the DRT, a written report will be generated by applicable representing staff, containing information/comments pertinent to the proposed development.

**Application:** Applications can be found on-line at:  
<http://www.slcgov.com/building/application-forms>

**Scheduling:** Any person or entity desiring to schedule a DRT meeting for a proposed project shall complete the DRT application. Plans may be submitted electronically to [drt@slcgov.com](mailto:drt@slcgov.com). Scheduling of a DRT meeting is based on availability and on a first-come, first-served basis.

#### **Disclaimers:**

Only complete applications will be accepted. Incomplete applications will not be scheduled for a DRT meeting.

The following comments relating to your project were identified at a Development Review Team (DRT) meeting. They are being provided in order to help you prepare the plans, documents, reports, etc., that will be required when you submit your full application, drawings and pay the required fees. **The comments provided by the DRT team do not constitute an all-inclusive list nor is this information intended to constitute an approval of a project or promise thereof.** Reasonable effort has been made to provide you with accurate information based on the information provided by the applicant. DRT comments are based upon the conceptual information provided to us in advance of the DRT meeting; however, during the more extensive internal and public review process of your full building permit application submittal, additional issues may be identified and items and/or processes may need to be addressed that are not identified in the DRT comments.