



DEVELOPMENT REVIEW TEAM (DRT) SUBMITTAL FORM

Meeting Location

City & County Bldg.
451 S. State St.
Room 215
SLC, UT. 84111
Ph: (801) 535-6629

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

Project Location	PROJECT ADDRESS(ES):
	TAX PARCEL ID NUMBER(S):

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

No:

Yes: Provide a copy of the required encroachment agreement provided by Salt Lake City Real Estate Services.

***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.**

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.

Acknowledgment	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).
	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. Date _____

PROJECT NARRATIVE

Project/Business Name:

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



DEVELOPMENT REVIEW TEAM

Technical Review Information Sheet

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
- Industrial
- Multi-Family (Apartments, Townhouses, Condominiums)
- Change of Use
- 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. 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 information provided in a DRT report is conceptual in nature due to the limited amount of information and documentation being provided. Information in a DRT report shall not be construed as a formal review or approval for the purpose of permitting or constructing.