



# PLANNING PROCESS // HOUSING LOSS MITIGATION

## ABOUT THE APPLICATION

Thank you for your interest in submitting a Housing Loss Mitigation 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@slcgov.com](mailto:zoning@slcgov.com) or give us a call at 801.535.7757. Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.



### REQUIRED HOUSING MITIGATION PLAN

#### A Housing Mitigation Plan is required when filling:



- Any application for a demolition permit which, if issued, will result in a loss of one or more residential units located in a residential zone;
- Any petition for a conditional use permit to authorize or expand vehicle parking in a residential or mixed use zone; and
- Any petition for a zoning change that would permit a nonresidential use of land, that includes within its boundaries residential dwelling units.

The housing mitigation plan shall be proposed and submitted to the city's planning director and the director of community and neighborhoods and shall be accompanied by a housing impact statement.

### EXCEPTIONS

#### A Housing Mitigation Plan is NOT required for any housing that:



- Is a nonconforming use;
- Is located on a property for which an applicable master plan or the current zoning envisions exclusive nonresidential use; or
- Is proposed to be demolished for health or safety reasons as provided in section [18.64.040](#) or chapter [18.48](#), when not the result of neglect pursuant to section [18.64.045](#).

### OPTIONS FOR MITIGATING RESIDENTIAL LOSS ([18.97.030](#))

Petitioners subject to the requirements of this chapter may satisfy the need for mitigation of any residential housing unit losses by any one of the following methods:

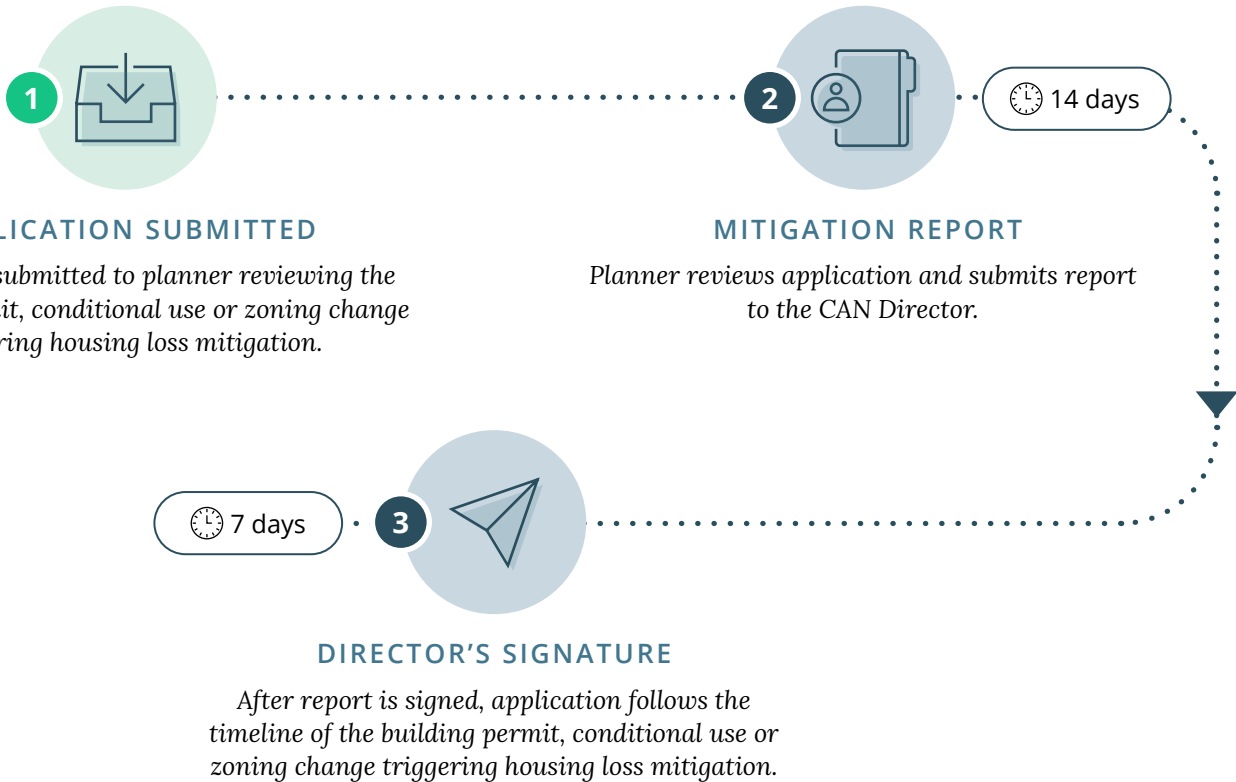


- A. Replacement Housing:** The petitioner may agree, in a legal form satisfactory to the city attorney, to construct within the same city council district, or in an adjoining council district when within a one mile radius of the demolition site, the same number of residential dwelling units. Such agreement shall include adequate security to guarantee completion within 2 years of approval.
- B. Fee Based on Difference Between Housing Value and Replacement Cost:** The petitioner may pay to the city housing trust fund the difference between the fair market value of the housing units planned to be eliminated or demolished and the replacement cost of building new units of similar square footage and meeting all existing building, fire and other applicable law, excluding land values.
- C. Fee, Where Deteriorated Housing Exists, Not Caused by Deliberate Indifference of Landowner:** The petitioner may request a Flat Fee Consideration In the event that a residential dwelling unit is targeted or proposed for demolition and is in a deteriorated state from natural causes, such as fire, earthquake or aged obsolescence. (see [18.97.030](#) in City Code for more information).

# PROCESS TIMELINE

**TIME FRAME**  
🕒 3 - 4 WEEKS

- APPLICANT
- STAFF



**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.

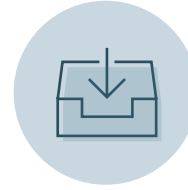
# HOUSING LOSS MITIGATION

## IMPORTANT INFORMATION



### CONSULTATION

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



### SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).

## APPLICANT INFORMATION

ADDRESS OF SUBJECT PROPERTY

EXISTING PROPERTY USE

NAME OF APPLICANT

MAILING ADDRESS

APPLICANT'S INTEREST IN PROPERTY *(\*owner's consent required)*

Owner  Architect\*  Contractor\*  Other\*

NAME OF PROPERTY OWNER *(if different from applicant)*

MAILING ADDRESS

PROPOSED PROPERTY USE

PHONE

EMAIL

IF OTHER, PLEASE LIST

PHONE

EMAIL

## OFFICE USE

CASE NUMBER

RECEIVED BY

PRE-DEMOLITION #

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.

# SUBMITTAL REQUIREMENTS

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 ([18.97.020.C](#))

### Housing Impact Statement:

- Identify the potential negative impacts on the residential character of the area associated with the proposal.
- Identify by address any dwelling units targeted for demolition.
- For each dwelling unit, state its current fair market value, if that unit is in a reasonable state of repair and meets all applicable building, fire and health codes.
- State the number of square feet of land currently zoned for residential use included in this proposal
- Specify a mitigation plan to address the residential loss (see [page 2](#)).

## RECOMMENDED

### Project Description:

- Written description of the project triggering the Housing Loss Mitigation.

**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.