



# HISTORIC PRESERVATION PROCESS RECONSTRUCTION

## ABOUT THE APPLICATION

Thank you for your interest in submitting a **Historic Preservation (HP): Reconstruction** 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 packet 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 [historicpreservation@slc.gov](mailto:historicpreservation@slc.gov) or give us a call at (801) 535-7757.



Important Process  
Information



Process Timeline



Application Form



## RECONSTRUCTION PERMITTED IN THE FOLLOWING CASES

- Reinststate a historic carriage house on a landmark site.
- To correct an unauthorized demolition of a contributing building or landmark site.

## STANDARDS FOR CERTIFICATE OF APPROPRIATENESS FOR RECONSTRUCTION ([21A.34.020.M](#))

### Reconstruction is subject to the following standards:

- a. Depicts only vanished or non-surviving portions and preserve remaining historic features.
- b. Accurate duplication is substantiated by documentary or physical evidence.
- c. Designs that were never executed historically will not be allowed.
- d. Replicates the size, shape, location, orientation, material and design of the original structure.
- e. Replicates character defining features and details of the original structure.

**Please see the Zoning Ordinance for detailed information on the standards of review listed above. Depending on the type of reconstruction, additional standards may apply.**



## SUBMITTAL REQUIREMENTS FOR RECONSTRUCTION

The Planning Division created a Submittal Requirements Reference document to help applicants with their application process, **view the Submittal Requirements document on Page 8.**

This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code, guideline and or rule requirements, whether or not described in this document.



## CONSULTATION

If you have questions regarding the HP: Reconstruction regulations or process, please contact the Salt Lake City Planning Counter staff at [historicpreservation@slc.gov](mailto:historicpreservation@slc.gov) or give us a call at (801) 535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

**Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.**

# PROCESS TIMELINE

Time Frame: 2 - 3 Months

- Applicant
- Staff



## 1. APPLICATION RECEIVED

Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.



## 2. PLANNER ASSIGNED

Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).

**Time frame:** 14 days



## 4. APPLICATION MODIFICATIONS

Modifications based on public input & City Department review comments (if needed, applicant must submit updates). Minor issues will be conditions of approval.



## 3. PUBLIC NOTICE

Public notices sent to nearby neighbors, property owners and Community Councils (when required by ordinance). Application routed to City Departments for review. **Time frame:** 12 days



## 5. PUBLIC HEARING

Public hearing scheduled, notices sent and staff report produced. **Time frame:** 21 days



## 6. DECISION & APPEAL PERIOD

Public hearing held and decision made. 30 day applicant appeal period starts after decision, other affected parties must submit within 10 days.

**Time frame:** 10 days



## 7. BUILDING PERMIT PROCESS

Start of building permit process. Time frames determined by Building Services.

[www.slc.gov/buildingservices](http://www.slc.gov/buildingservices)

**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.

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [historicpreservation@slc.gov](mailto:historicpreservation@slc.gov).



### SUBMISSION

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



### REQUIRED FEES

- **\$334** filing fee per new building.
- Additional required notice fees will be assessed after submission.

## APPLICANT INFORMATION

PROJECT NAME (optional)

ADDRESS OF SUBJECT PROPERTY

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

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

Owner  Architect  Contractor  Other

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER (if different from applicant)

PHONE

MAILING ADDRESS

EMAIL

## OFFICE USE

PETITION NUMBER

RECEIVED BY

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

PHONE

MAILING ADDRESS

EMAIL

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.

Please refer to the Reconstruction Submittal Requirements document attached below and 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 ( <a href="#">21A.34.020.F.3</a> )
<input type="checkbox"/>	<input type="checkbox"/>	<b>Written Narrative Description:</b> <ul style="list-style-type: none"><li>Description of your proposal.</li><li>Description of how your project meets review standards (<a href="#">21A.34.020.M</a>).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Photographs and Drawings of Original Structure:</b> <ul style="list-style-type: none"><li>Historic photographs of the original structure (contact the Salt Lake County Archives at <a href="mailto:archives@saltlakecounty.gov">archives@saltlakecounty.gov</a> or (385) 468-0820 for historic photographs and information).</li><li>Current photographs of the site, including details of surviving portions of the building.</li><li>Any available photo, drawing or other document indicating the original building's location, footprint, form, height, openings and materials.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Written Description of Zoning Regulation Compliance (Submittal Requirements Section 1).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> <ul style="list-style-type: none"><li>Include property lines, site dimensions, topography, adjacent streets, alleys, and walkways, landscaping and buffers, existing buildings and structures, proposed building and structures, lot coverage % of structures, proposed grade changes, proposed setbacks. (Submittal Requirements <b>Section 2</b>).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevation Drawings:</b> <ul style="list-style-type: none"><li>Detailed elevation, sections and profile drawings with dimensions drawn to scale.</li><li>Show type of construction, and materials.</li><li>Design and dimension for details such as railings, posts, roofing, siding, porch, windows, etc.</li><li>Show section drawings of windows and doors if new windows and doors are proposed. (Submittal Requirements <b>Section 3</b>).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials:</b> <ul style="list-style-type: none"><li>List of proposed building materials.</li><li>Provide samples/and or manufacture brochures of all proposed materials. (Submittal Requirements <b>Section 4</b>).</li></ul>

## 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.

# RECONSTRUCTION SUBMITTAL REQUIREMENTS

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- 1 BASE ZONING REGULATIONS
- 2 SITE PLAN
- 3 ELEVATION DETAILS
- 4 MATERIALS

## SUBMITTAL REQUIREMENTS

The project description should address the regulations of the applicable zoning district(s) of the subject property. When there is a conflict between the regulations of the base zone and the Historic Preservation Overlay zone, the Preservation Overlay zoning regulations shall supersede the base zone. **The table below can be used to help determine if the requested project meets the base zoning requirements for the property.**

## BASE ZONING ORDINANCE STANDARDS

STANDARDS	PROPOSED	COMPLIES (Y/N)
Minimum Lot Area:	Minimum Lot Area:	
Maximum Lot Area:	Maximum Lot Area:	
Minimum Lot Width:	Minimum Lot Width:	
Maximum Building Coverage of all Principal and Accessory Structures:	Maximum Building Coverage of all Principal and Accessory Structures:	
Front Yard Setback:	Front Yard Setback:	
Rear Yard Setback:	Rear Yard Setback:	
Interior Side Yard Setback:	Interior Side Yard Setback:	
Maximum Building Height:	Maximum Building Height:	
Maximum Wall Height:	Maximum Wall Height:	
Required Landscaped Yards:	Required Landscaped Yards:	
Landscaped Buffer:	Landscaped Buffer:	

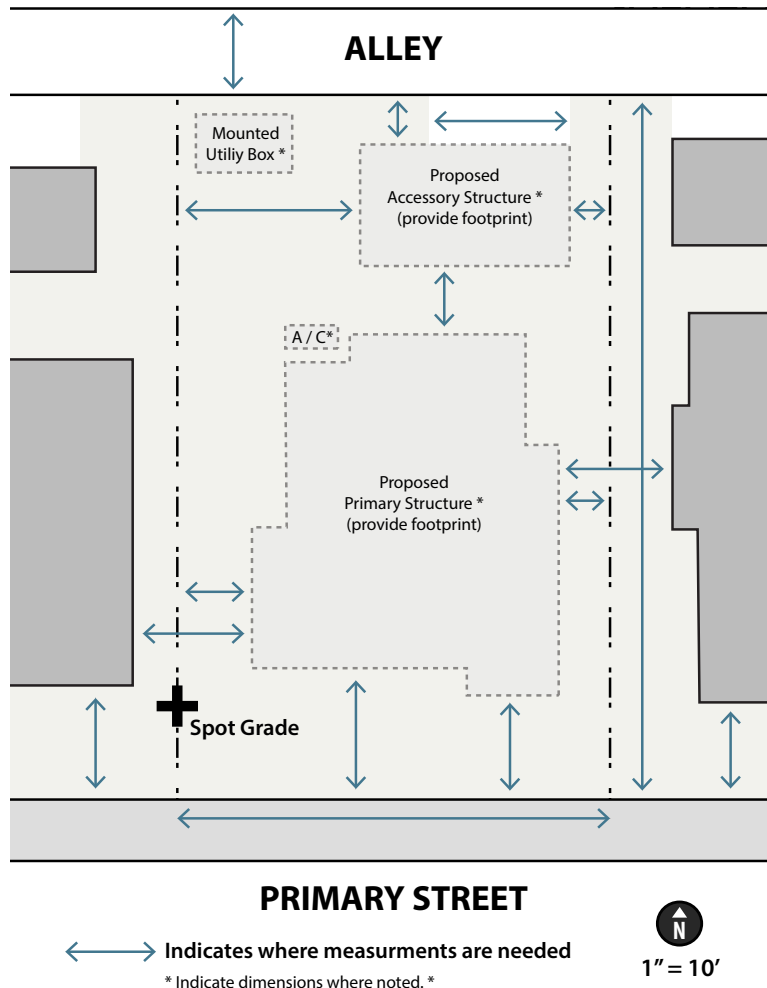
If there are parts of your proposal that do not comply with the base zoning standards, a modification will need to be requested. Modification requests should make the proposal more compatible with the Historic District than if the above base zoning district regulations were applied.

## SUBMITTAL REQUIREMENTS

A site plan provides information about the proposed development on the subject property. The area shown on the site plan should include the subject property and properties adjacent to the site. **The following site plan information is required for any reconstruction application:**

- |                                     |   |
|-------------------------------------|---|
| Property Lines                      | Proposed Building & Structures<br>(include Utility Box & A/C) |
| Site Dimensions                     | Lot Coverage % of Structures                                  |
| Topography                          | Proposed Grade Changes  |
| Adjacent Streets, Alleys & Walkways | Proposed Setbacks   |
| Landscaping & Buffers               | Parking Calculations  |
| Existing Buildings & Structures     | On-Site Parking Spaces  |

## EXAMPLE SITE FOR REFERENCE



## SUBMITTAL REQUIREMENTS

Elevation plans are required for the north, south, east and west facades of any new structures. Plans must be drawn to a measurable scale. **The following elevation details are required for any reconstruction application:**

Building Height & Width

Wall Height

Fences & Retaining Walls

Dimensions of Architectural Treatments  
(Eaves, windows, balconies, dormers, etc.)

Existing & Finished Grade

Materials

Detailed Sections

## EXAMPLE FRONT ELEVATION FOR REFERENCE



Front Elevation (North)

## PROPOSED MATERIALS

(See individual spec sheets for more detail)

- (A) Asphalt Shingles
- (B) Cedar Shake Siding
- (C) Sloped Wood Splash Edge
- (D) Double Hung Wood Windows w/ 4" Reveal
- (E) Horizontal Wood Siding 5" Exposure
- (F) Bungalow Series Wood Door - 6'8" x 3'
- (G) Brick

## SUBMITTAL REQUIREMENTS

Please submit information about the proposed materials. **The following are examples of information to submit for proposed facade materials:**

Spec Sheets for Each Proposed Material  
Illustrative Photos

Samples  
Dimensions - Reveals, Motor Joints, Etc.

## EXAMPLE OF PROPOSED MATERIALS

(See individual spec sheets for more detail)

- A** Asphalt Shingles
- B** Cedar Shake Siding
- C** Sloped Wood Splash Edge
- D** Double Hung Wood Windows w/ 4" Reveal
- E** Horizontal Wood Siding 5" Exposure
- F** Bungalow Series Wood Door - 6'8" x 3'
- G** Brick

