



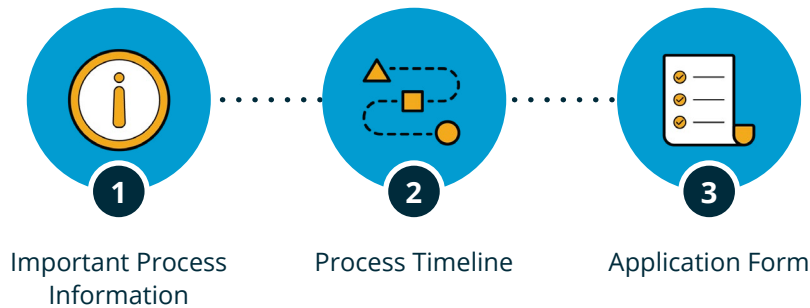
# HISTORIC PRESERVATION //

# MINOR ALTERATION

## ABOUT THE APPLICATION

Thank you for your interest in submitting a Historic Preservation (HP): Minor Alteration 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 [historicpreservation@slcgov.com](mailto:historicpreservation@slcgov.com) or give us a call at 801.535.7757.



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SALT LAKE CITY, UT 84114-5480

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### PURPOSE & INTENT OF THE PROCESS

A minor alteration includes modifications that would not change the character of a contributing building, are reversible and easy to remove, and would not compromise its contributing status. It also includes modifications to noncontributing buildings and accessory structures. Example of minor alterations are:



- Additions to a landmark site or contributing building which are not visible from the street.
- Replacement of windows and doors of a landmark site or contributing building on facades that are not visible from the street.
- Reverting a landmark site or contributing building to its original state.
- Repairs and replacements like-for-like to landmark site or contributing building.
- Any changes to a noncontributing structure or accessory structures.
- New construction or demolition of accessory structures.
- Site improvements, mechanical equipment, solar panels, and seismic upgrades.

**Minor alterations may be approved administratively by Planning staff.**

### LANDMARK SITE

A landmark site is a site included on the Salt Lake City Register of Cultural Resources that meets the criteria outlined in the zoning ordinance. Such sites are of exceptional importance to the city, state, region, or nation and impart high artistic, historic or cultural values. It conveys a sense of time and place and enables the public to interpret the historic character of the site.



### CONTRIBUTING STRUCTURE

A contributing structure is a building or a site that has importance to the city, state, region or nation because of it imparts artistic, historic or cultural values. To be considered contributing, a building or site must meet certain criteria outlined in the zoning ordinance. A contributing structure has its major character defining features intact and although minor alterations may have occurred, they are generally reversible.



### NONCONTRIBUTING STRUCTURE

A noncontributing structure is a building or site that does not meet the criteria outlined in the zoning ordinance. It includes structures where major character defining features have been so irreversibly altered that the building or site no longer reflects historic form, materials, and details.



### CONSULTATION

If you have questions regarding the HP: Minor Alteration regulations or process, please contact the Salt Lake City Planning Counter staff at [historicpreservation@slcgov.com](mailto:historicpreservation@slcgov.com) 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 - 4 WEEKS

- APPLICANT
- STAFF



### APPLICATION RECEIVED

*Application submitted and pre-screened.*



### PLANNER ASSIGNED

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

🕒 14 days\*



### CERTIFICATE OF APPROPRIATENESS

*Certificate issued if proposal complies with standards. If proposal does not comply, it will be referred to the Historic Landmark Commission for approval.*



### APPLICATION MODIFICATIONS

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



### BUILDING PERMIT PROCESS

*Start of building permit process.  
Time frames determined by Building Services.  
[www.slc.gov/buildingservices](http://www.slc.gov/buildingservices)*

*\*Simple requests will be assigned within 2 days of the application pre-screen.*

**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.

# HP // MINOR ALTERATION

## IMPORTANT INFORMATION



### CONSULTATION

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

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

CASE 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

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.

.....

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 ( <a href="#">21A.34.020.F.1.c</a> )
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Description.</b> <ul style="list-style-type: none"><li>Written description of your proposal.</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 manufacturer's brochures where applicable.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Photographs:</b> <ul style="list-style-type: none"><li>Current photographs of each side of the building (no google images).</li><li>Close up images of details that are proposed to be altered.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan, if applicable:</b> <ul style="list-style-type: none"><li>Site plan with dimensions, property lines, north arrow, existing and proposed building locations on the property. (See <a href="#">Site Plan Requirements</a> flyer for further details).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Drawings, if applicable:</b> <ul style="list-style-type: none"><li>Detailed elevation, sections and profile drawings with dimensions drawn to scale of the area of change.</li><li>Show section drawings of windows, doors, railings, posts, porches, etc. If proposed also show type of construction where applicable.</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.

# MINOR ALTERATION REQUIREMENTS FOR WINDOWS & DOORS

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- 1 LOCATION PLAN
- 2 ELEVATION(S) / PHOTOGRAPH(S)
- 3 MATERIALS
- 4 MATERIALS - REPLACEMENT PROPOSAL
- 5 DRAWINGS - WINDOW DETAILS
- 6 DRAWINGS - WINDOW ELEVATIONS / SECTIONS

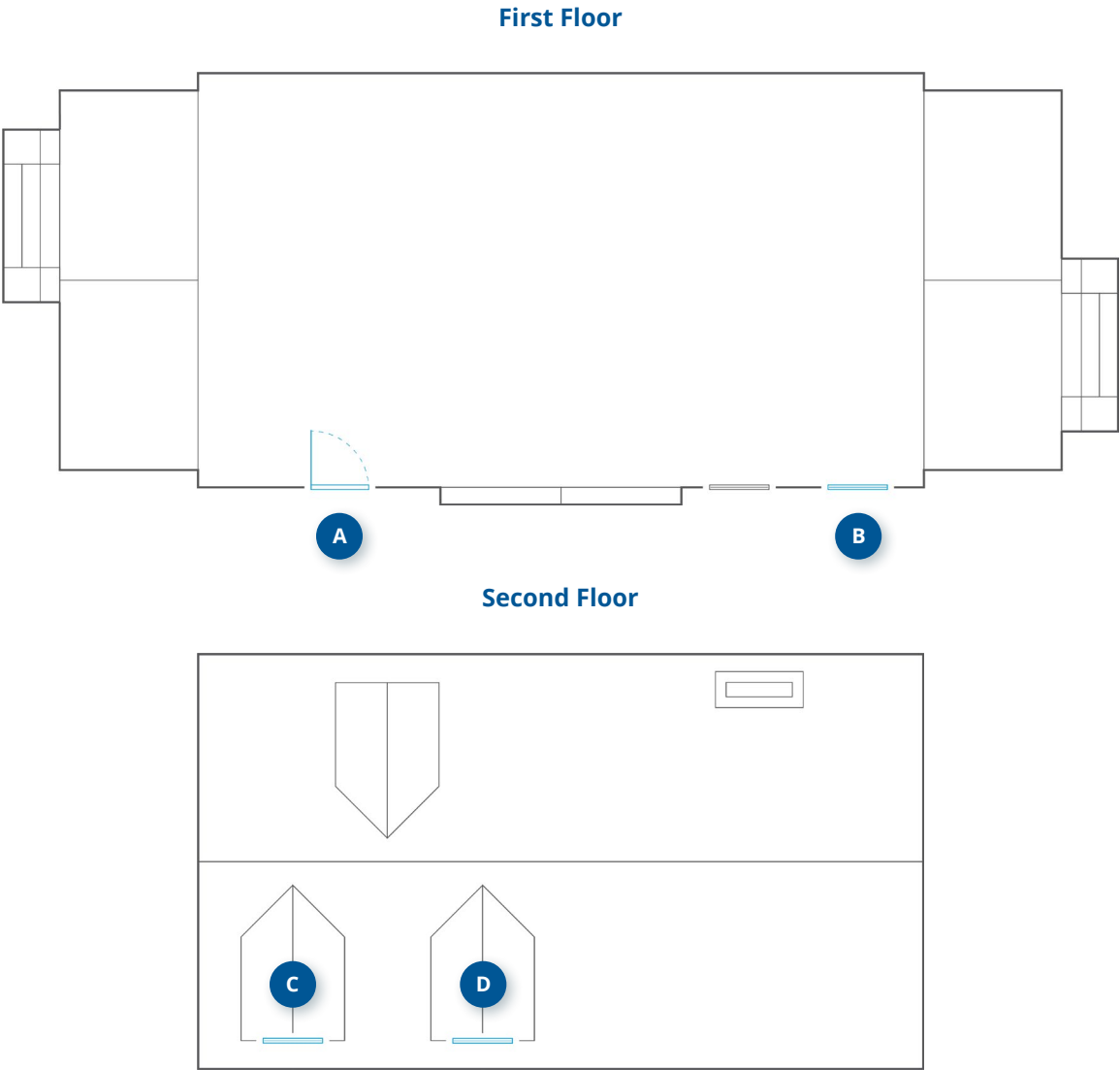
**Historic windows/doors must be repaired rather than replaced.** The character-defining features of historic windows/doors and their distinct arrangement must be preserved. This is especially important on facades visible from the street, such as the front, corner and some side facades. More flexibility is allowed for windows/doors on side and rear facades not visible from the street.

**If you think your windows/doors are beyond repair or not historic** (not original to the building), please follow the submittal requirements below to request a replacement. Information must also be provided to document that each window/door cannot be repaired. **For more information, see [Salt Lake City Design Guidelines](#).**

SUBMITTAL REQUIREMENTS

A location plan is required to show where the existing and proposed doors or windows are located on the building. **Each window or door proposed to be replaced must be labeled accordingly** (see examples below for reference). Plans can be hand drawn.

EXAMPLE OF LOCATION PLAN FOR REFERENCE



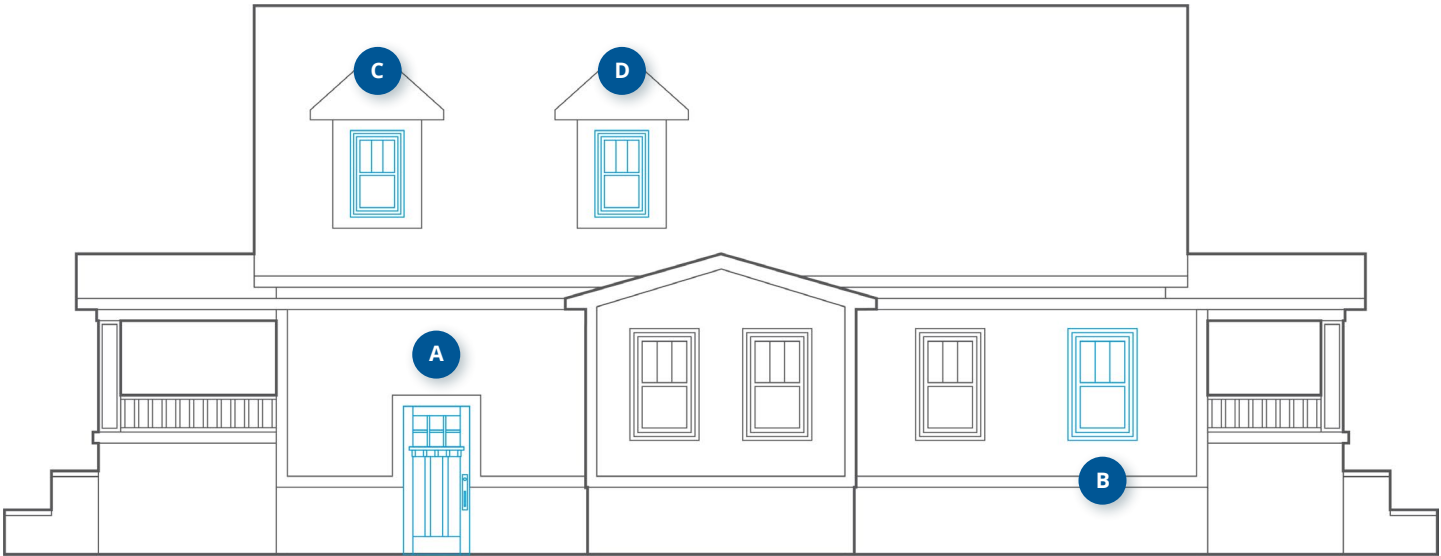


SUBMITTAL REQUIREMENTS

Elevations or photographs are required for each side of the building where doors or windows are proposed to be replaced. **Each window or door proposed to be replaced must be labeled accordingly** (see examples below for reference).

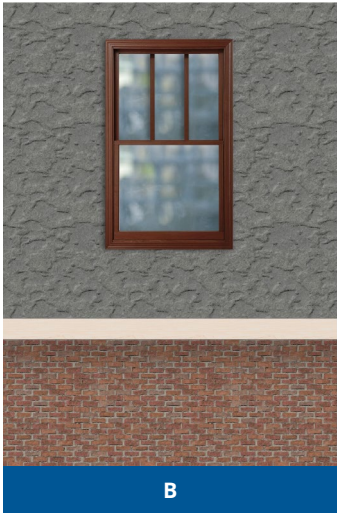
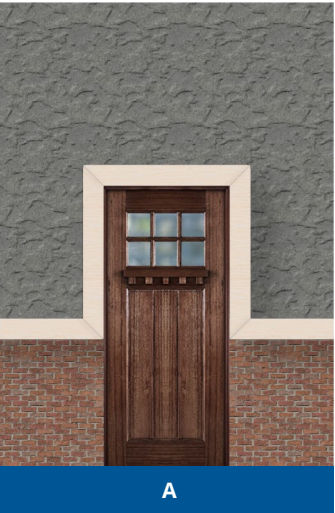
EXAMPLE OF ELEVATION FOR REFERENCE

Side Elevation (East)



EXAMPLE OF PHOTOGRAPHS FOR REFERENCE

**Note:** The images shown below are for illustrative purposes only. Please submit a photograph of the subject windows and doors within their existing context.



SUBMITTAL REQUIREMENTS

Please submit information about the materials for existing and proposed doors and windows. **The following are examples of information to submit for proposed materials:**

- ☐ Spec Sheets for all Proposed Materials

☐ Illustrative Photos
- ☐ Samples

☐ Dimensions - Reveals, Divided Lites, Etc.

EXAMPLE OF PROPOSED MATERIALS (see individual spec sheets for more details)

**A** Bungalow Series Wood Door - 6’8” x 3’



**B** Single Hung Window with 6 Divided Lites - 4’ x 5’



**C** Single Hung Window with 6 Divided Lites - 3’ x 4’

**D** Single Hung Window with 6 Divided Lites - 3’ x 4’



# MATERIALS - REPLACEMENT PROPOSAL

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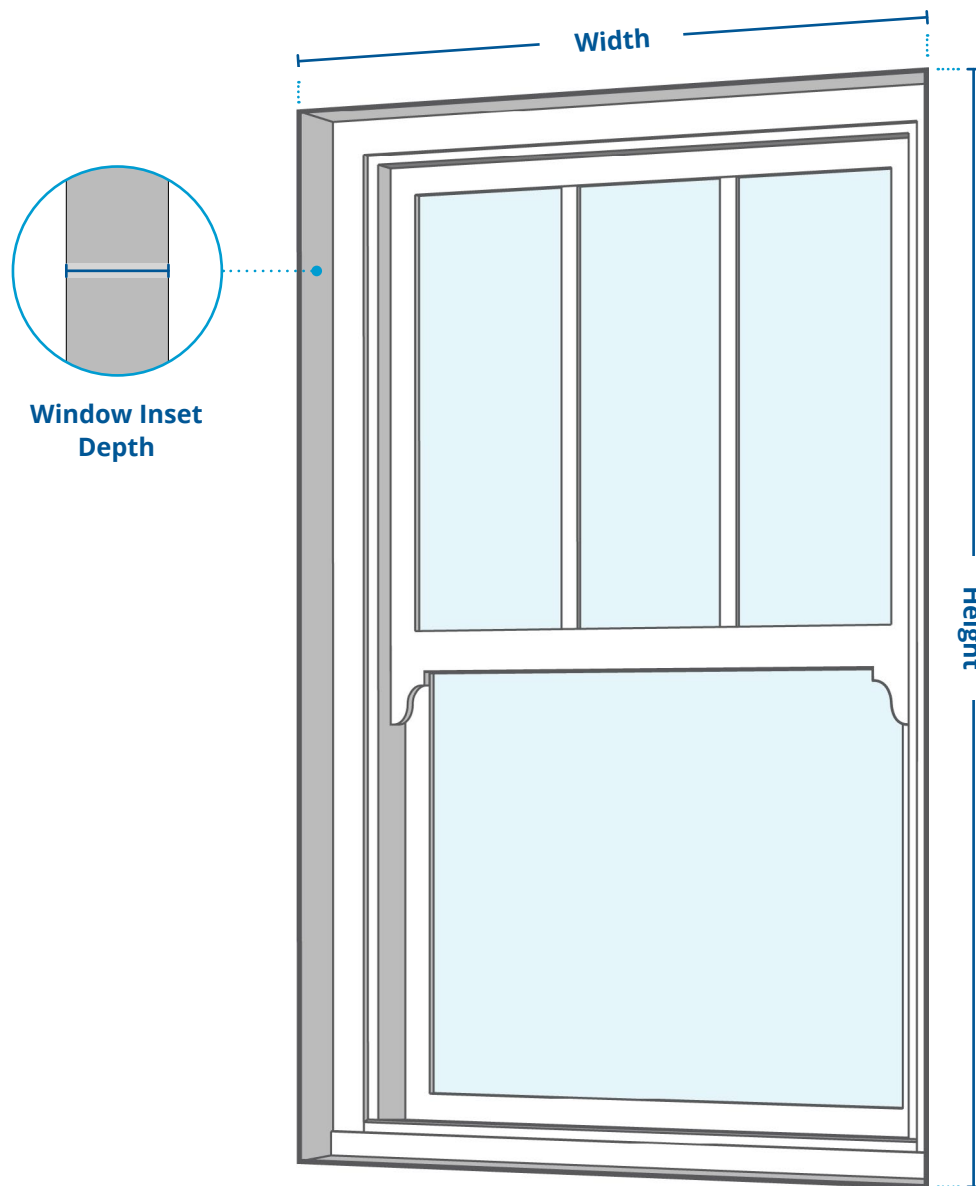
## SUBMITTAL REQUIREMENTS

**Drawings of Existing Historic Windows:** Include elevation and horizontal/vertical sections, showing muntins, mullions, transoms, and other components.

**Drawings of Proposed Replacement Windows:** Include elevation and horizontal/vertical sections. For hung windows, provide section drawings of both upper and lower sashes, including the meeting rail.

## EXAMPLE OF DRAWING FOR REFERENCE

All drawings for both the existing historic windows and the proposed replacement windows **must clearly indicate the measurements of the window inset depth.**



EXAMPLE OF DRAWING FOR REFERENCE

The example below includes all required details, with specific information for each element provided in parentheses. The section drawing on the right shows the relationship between the window sash and the exterior wall plane.

