NORTH SALT LAKE COMMUNITY
AND ECONOMIC DEVELOPMENT

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

CODE AMENDMENT APPLICATION

For Office Use Only

Application #:_____ Fee:_____
Date Received:_____
Project Planner:_____
Planning Commission Hearing Date:_____ Approved:_____
Denied:_____
City Council Meeting Date:_____ Approved:_____
Denied:_____

Project Information

Name: _____

Address: _____

_____

Applicant Information

Name: _____

Mailing Address: _____

_____

Phone #: ( ) - _____ Fax #: ( ) - _____

E-mail Address: _____

Applicant Representative Information

Name: _____

Phone #: ( ) _____ Fax #: ( ) - _____

E-mail Address: _____

If you have any questions about this application, please contact the Community Development Department at (801) 335-8700.

Notice to All Applicants:

A complete application must be submitted to the City a minimum of three (3) weeks prior to the desired Planning Commission meeting. *The Planning Commission normally meets the second and fourth Tuesday of each month at 7:00 p.m.*

APPLICATION REQUIREMENTS *(Digital copies are always accepted and appreciated.)*

- ☐ Complete and signed application form
- ☐ A non-refundable code amendment application fee
- ☐ Description of the change desired and the reasons therefore
- ☐ A Vicinity Plan
  An aerial map at a scale of 1"=100' or other competent base map showing the area within 600 feet of project boundaries giving context to the proposed development. See the Land Use Ordinance 10-3-3-1-6 for Vicinity Plan requirements. (attached)
- ☐ Stamped and addressed envelopes for all affected entities.
  Please leave the return address blank
- ☐ List of all affected entities.

ACKNOWLEDGEMENT OF RESPONSIBILITY

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 should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by North Salt Lake City 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 my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Community Development Department.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant: _____
Mailing Address: _____
_____
Phone: _____ Fax: _____
E-mail: _____
Type of Application: _____

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. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____
Mailing Address: _____
_____
Street Address/Legal Description of Subject Property:
_____
_____
Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.
4. 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 CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

6. Vicinity plan. An aerial map at a scale of one inch equals one hundred feet (1" = 100') or other competent base map showing the area within six hundred feet (600') of the project boundaries giving context to the proposed development. The following elements shall be drawn to scale on said map:

a. Proposed streets;

b. Buildings (not already shown);

c. Public facilities;

d. Utilities;

e. Boundaries of zoning districts;

f. Taxing and other special districts;

g. Watercourses, impoundments, streams, springs, wells, floodplains, and areas subject to continuous or occasional flooding;

h. Significant vegetative patterns;

i. Geologic hazards, formations and soils type;

j. Names of all property owners within three hundred feet (300');

k. North arrow;

l. Topographic contours at no greater interval than two feet (2').