



ATTENTION: Salt Lake City adopted changes to the Conditional Building & Site Design Review regulations.

Please read the following prior to submitting your Design Review application.

What is Design Review?

Purpose & Intent of the Design Review Process

The purpose of the design review chapter is to: 1) establish a streamlined process and standards of review for minor modifications to applicable design standards, and 2) ensure high quality outcomes for larger developments that have a significant impact on the immediate neighborhood and the city. The design review process is not intended to be a means to simply obtain variances from zoning regulations.

Administrative v. Planning Commission Review

Authority for administrative review is now more limited in scope ([Section 21A.59.040](#)). The Planning Commission is the review authority for all additional building height requests and may consider modifications that exceed the allowances listed in Table 21A.59.040 or any other design standard modification authorized in the base zoning district or [Chapter 21A.37 Design Standards](#). Modifications to design standards for properties within a Historic Preservation Overlay District are subject to [Section 21A.34.020](#) and authority for review is deferred to the Historic Landmark Commission.

Review Standards

The Design Review ordinance states specific standards that the Planning Division or Planning Commission must use when evaluating a Design Review application. All applications must submit evidence demonstrating that the proposal complies with:

- The purpose of the individual zoning district,
- The proposed modification is compatible with the development pattern of other buildings on the block
- The purpose of the individual design standards that are applicable to the modification request, and face or on the block face on the opposite side of the street.

Applications eligible for **administrative review** must also submit evidence demonstrating that the proposal complies with *applicable* design review standards ([Section 21A.59.050](#)). Applications reviewed by the **Planning Commission** must also submit evidence demonstrating compliance with *all* design review standards in section 21A.59.050).

Your application must include evidence showing that your project meets the standards of review ([Section 21A.59.030\(B\)](#)). Evidence includes photos of existing conditions and surrounding context, written narrative, graphic images, and relevant calculations.

Staff Consultation

If you have questions regarding the Design Review regulations or process, please contact the Salt Lake City Planning Counter staff at zoning@slcgov.com. 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 every Thursday afternoon from 1:30 pm to 3:30 pm.



Design Review

SALT LAKE CITY PLANNING

OFFICE USE ONLY

Project #:	Received By:	Date Received:	Zoning:
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Project Name:

PLEASE PROVIDE THE FOLLOWING INFORMATION

Request:			
Address of Subject Property:			
Name of Applicant:	Phone:		
Address of Applicant:			
E-mail of Applicant:	Cell/Fax:		
Applicant's Interest in Subject Property:			
Owner	Contractor	Architect	Other:
Name of Property Owner (if different from applicant):			
E-mail of Property Owner:	Phone:		

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.

AVAILABLE CONSULTATION

Planners are available for consultation prior to submitting this application. Please email zoning@slcgov.com if you have any questions regarding the requirements of this application.

WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online

REQUIRED FEE

Filing fee of **\$806** plus **\$121** per acre in excess of (1) acre.

*Additional fee for required public notices will be assessed after the application is submitted.

SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent:	Date:
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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 will be processed under the name provided below. By signing the application, I am acknowledging that I have read and understood the instructions provided by 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 the documents provided are considered public records and may be made available to the public. 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. 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.

APPLICANT SIGNATURE		
Name of Applicant:	Application Type:	
Mailing Address:		
Email:	Phone:	Fax:
Signature:	Date:	

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.

FEE TITLE OWNER SIGNATURE	
Name of Owner:	
Mailing Address	Street Address:
Signature:	Date:

Legal Description of Subject Property:

The following shall be provided if the name of the applicant is different than the name of the property owner:

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 than the representative/president must attaché 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.

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

Staff Review

1. Project Description (please attach additional sheet)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Written description of your proposal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Type of construction and list the primary exterior construction materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Number, size, and type of dwelling units in each building, and the overall dwelling unit density. |

2. Minimum Plan Requirements

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A digital (PDF) copy of each plan and elevation drawing. |
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3. Site Plan

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan (see Site Plan Requirements flyer for further details). |
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4. Elevation Drawing

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed elevation, sections and profile drawings with dimensions drawn to scale. |
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5. Additional Requirements

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All of the application information required for site plan review as identified in Section 21A.58 of this title. |
| <input type="checkbox"/> | <input type="checkbox"/> | Photos showing the facades of adjacent development, trees on the site, general streetscape character, and views to and from the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Demonstration of compliance with the purpose of the individual zoning district in written narrative and graphic images. |
| <input type="checkbox"/> | <input type="checkbox"/> | Demonstration of compliance with the purpose of the applicable design standards of the individual zoning district in written narrative, graphic images, and relevant calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Demonstration of compliance with the applicable design review objectives (Section 21A.59.050) in written narrative, graphics, images, and relevant calculations. |

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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.