

GENERAL PLAN / LAND USE ORDINANCE AMENDMENT APPLICATION CHECKLIST

- __1. Complete application
- __2. Application Fee: Land Use Map changes \$500.00
 Land Use Ordinance changes \$600.00
 General Plan changes \$600.00
- __3. For General Plan or Land Use Map amendments provide a site plan showing:
 - a. structures on the lot where zone change is requested
 - b. streets
 - c. proposed location of new structures
 - d. location and ownership of adjacent lots
 - e. locations of driveways and parking areas
 - f. other information as directed by staff
- __4. Letter of description explaining the reason for the change in zoning
- __5. All plans must also be submitted on a disc in PDF format

PUBLIC NOTICE INFORMATION FOR GENERAL PLAN AND LAND USE MAP AMENDMENTS

- __6. Submit a copy of the property owner's list from Salt Lake County Recorders office.
- __7. Submit a property ownership list printed on mailing labels from Salt Lake County Recorder's Office of all adjacent property owners within 600 feet. List will include owner's property parcel I.D. number, name, and mailing address. (ask for the list from VAST 1665 and VAST 1667)
- __8. The applicant must furnish plain white business envelopes, pre-stamped and addressed for each property owner to be noticed (do not put a return address on the envelopes). South Salt Lake City will mail the notices to all property owners within 600 feet of the subject property. Also, include an envelope for both the owner of the property and the applicant. For General Plan Amendments, additional envelopes and stamps will be required to notice affected entities.
- __9. Notification signage shall be posted on the property or land for which a zoning or future land use map amendment application is considered. Notice shall be posted as directed by the Department of Community and Economic Development and shall be clearly visible from the right-of-way. The sign(s) shall be provided to the applicant/agent by the City and shall be posted by the applicant/agent at least seven days prior to the scheduled public hearing or public meeting. Signage must be returned to the Department of Community and Economic Development after the public hearing or public meeting.

PROPERTY OWNER'S AFFIDAVIT

I/we _____, being duly sworn, depose and say that I/we am/are the current owner of the property involved in this application: that I/we have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if applicable)

Subscribed and sworn to before me this _____ day of _____ 20 _____,

Notary Public

Residing in _____

My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property located at _____, South Salt Lake City, Utah, do hereby appoint _____ as my/our agent to represent me/us with regard to this application affecting the above described real property located in the city of South Salt Lake, and authorize _____ to appear on my/our behalf before any City Board or Commission considering this application.

Owner's Signature

Owner's Signature (co-owner if applicable)

On the _____ day of _____, 20 _____, personally appeared before me

_____ the signers(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public

Residing in _____

My commission expires: _____