



Salt Lake County Public Works Department  
**Planning and Development Services Division**  
 2001 S. State Street #N-3600, Salt Lake City, UT 84190-4050  
 Phone 385-468-6700 FAX: 385-468-6674  
 Visit our web site: <http://www.pwpds.slco.org>

Form 2011\_07\_01\_v3  
 Change Site Plan

File #

# Land Use & Development Application

- FCOZ     RCOZ     DWSP     Watershed     Over Pressure     Magna Main  
 Natural Hazards     Other \_\_\_\_\_

Zone: \_\_\_\_\_ Community Council: \_\_\_\_\_ Planner: \_\_\_\_\_  
 Parent File # \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Property \_\_\_\_\_ Acreage: \_\_\_\_\_

Please describe your request:

<p><u>New Development:</u></p> <input type="checkbox"/> Use and / or Site Plan Approval <input type="checkbox"/> Subdivision # lots: _____ <input type="checkbox"/> PUD #lots: _____	<p><u>Modify an Existing Development:</u></p> <input type="checkbox"/> Change Conditions of Approval <input checked="" type="checkbox"/> <b>Change the Site Plan</b> <input type="checkbox"/> Change the Use <input type="checkbox"/> Condo Conversion <input type="checkbox"/> Lot Consolidation <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Mobile Store <input type="checkbox"/> Signs	<p><u>Other:</u></p> <input type="checkbox"/> Board of Adjustment Review <input type="checkbox"/> Exception Request <input type="checkbox"/> Non-Conforming <input type="checkbox"/> RCOZ Appeal (Option C) <input type="checkbox"/> Research or GRAMA Request <input type="checkbox"/> Re-zone <input type="checkbox"/> Vacate a Street
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Is a key or gate code required to access the property?  Yes  No If yes, code: \_\_\_\_\_ (or provide key)

Driving Directions to Property:

\*note: all correspondence will be sent to the applicant's address:

**Applicant(s):** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

Professional(s):  Engineer       Architect       Other  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

**To facilitate Salt Lake County's land use notice and review process, the undersigned hereby authorize the County to reproduce this *application and all documents attached to the application* for staff, officials, and the interested public:**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date



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Form 2011\_07\_01\_v3  
 Affidavit

File #

# AFFIDAVIT – Property Owner

STATE OF UTAH                    }  
   } ss  
 COUNTY OF SALT LAKE        }

I (we) \_\_\_\_\_ being duly sworn, depose and say that

I (we) am (are) the owner(s) of the property(s) located at:

\_\_\_\_\_.

My (our) signature below attests that I (we) have reviewed the proposal by \_\_\_\_\_

requesting review and approval of \_\_\_\_\_

and that I (we) consent to the statements and information provided in the attached plans and exhibits and that all information presented is true and correct to the best of my (our) knowledge.

Property Owner \_\_\_\_\_

Property Owner \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 (Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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## Submittal Requirements for Changing a Site Plan

**NOTE: THIS DOCUMENT IS A GENERIC CHECKLIST OF ALL POSSIBLE SUBMITTAL REQUIREMENTS. FOR A CHECKLIST WHICH IS CUSTOMIZED FOR YOUR PROJECT PLEASE CALL TO SCHEDULE A MEETING WITH THE PLANNING STAFF.**

Unless otherwise specified, the items listed below must be submitted on a minimum 24" x 36" sheet along with a reduced copy on an 11" x 17" sheet AND an electronic copy in pdf format on disc:

### Preliminary Site Plan

- North arrow and scale (scale should be no smaller than 1" = 100' and no larger than 1"=10')
- Name, address, phone number of the applicant and the person who prepared the plan
- All existing and proposed property lines
- All existing and proposed public streets, private streets, drives, and right-of-ways
- Label the width of any proposed or existing right-of-ways, easements, streets or drives
- All existing curb, gutter, sidewalk, and edge of asphalt (screened or dashed line-work)
- All proposed curb, gutter, sidewalk, and edge of asphalt
- All existing structures within 50-feet of the property boundary (sheds, decks, buildings, etc.)
- All proposed structures and/or proposed additions to existing structures
- Label the square footage of all structures (existing and proposed)
- Annotate existing structures whether they are to remain or be removed
- Show existing or proposed septic tanks and leach fields (if not on public sewer)
- Dimension all existing and proposed improvements / structures from property lines and other structures
- Identify any areas that are within an Overlay Zone(s): (RCOZ, FCOZ, Well Protection etc.)

### **Additional Requirements for properties in the Residential Compatibility Overlay Zone (RCOZ)**

- Show the RCOZ setback circle within the lot (draw the largest circle possible in the lot)
- Label the side-yard setback based upon 25% of the circle's diameter (see note 2 below)
- Show the lot coverage calculation of the home and all accessory structures
- Label the length of the roof-line and building façade (see note 3 below)
- Note which option the plan has been prepared for (A, B, or C)

#### Notes:

1. Plans should be prepared with the design requirements set forth in the Residential Compatibility Overlay Zone, Salt Lake County Ordinance 19.71. A detailed RCOZ design packet that may assist is available at Salt Lake County Planning & Development Services upon request.
2. No side-yard setback shall be less than 8'. Corner lots require a minimum side-yard setback of 20-feet from the property line adjacent to the street.
3. Show, at a minimum, an 18-inch break in the roof-line every 40 feet or a change in architectural elements every 40 feet.

### **Preliminary Landscape Plan (separate sheet or sheets)**

- Scale, north arrow, and preparation date (include and issue / revision / date table)
- Proposed name of the project
- The name, address, phone number, fax, and e-mail of the applicant or authorized agent
- The landscape contractor to be used on the project, if known at the time of application
- General landscape design intent statement including the general character and location of proposed landscaping and open areas and how the proposed design meets the intent these regulations
- A legend showing all symbols, line types, hatching and abbreviations used in the plan set
- Show site boundary, property lines, and any construction phasing lines
- Show all existing significant vegetation (screened) and identify what is proposed to be removed
- Show existing and proposed buildings and structures
- Identify the limits of disturbance
- Show all proposed softscape, and hardscape areas
- Provide a tabulation of the total project area: landscaped area, impervious areas; building areas; and building coverage percentage
- Detailed landscape improvements with planting symbols clearly drawn to indicate each plant (deciduous tree or shrub, evergreen tree or shrub, groundcover, etc.)
- Provide a legend of plant category symbols keyed to plan material along with a schedule indicating the quantity of each plant
- The name, address, telephone number, fax, and e-mail of the landscape architect, landscape designer, or other qualified professional who prepared the landscape plan

### **Additional Requirements for properties in the Foothills and Canyons Overlay Zone (FCOZ)**

#### **Landscape Reclamation plan (separate sheet)**

- Show a limits of disturbance boundary and provide area calculation
- Identify a fire protection area

#### **Other items that may be required**

- Avalanche, debris flow, or rock fall analysis
- Geo-technical Report / Study
- Preliminary Verification of Water Availability

### **Building Elevations (separate sheet)**

- Show all facades of each proposed building to scale
- Specify the type of building materials proposed
- Specify the color of the building materials proposed
- Show existing and proposed grades
- Show proposed exterior lighting, mechanical equipment, and utility meter locations
- Show proposed exterior doors, windows, and stairs

### **Additional Requirements for properties in the Residential Compatibility Overlay Zone (RCOZ)**

- Provide complete elevation drawings of each side of all proposed structures
- Show the building envelope (8' vertical line from property lines then a 45 degree angle)
- Show the lot coverage calculation of the home and all accessory structures
- Label the length of the roof-line and building façade (see note 3 below)
- Identify which option the plan has been prepared for (A, B, or C)

Notes:

1. Plans should be prepared with the design requirements set forth in the Residential Compatibility Overlay Zone, Salt Lake County Ordinance 19.71. A detailed RCOZ design packet that may assist is available at Salt Lake County Planning & Development Services upon request.
2. No side-yard setback shall be less than 8'. Corner lots require a minimum side-yard setback of 20-feet from the property line adjacent to the street.
3. Show, at a minimum, an 18-inch break in the roof-line every 40 feet or a change in architectural elements every 40 feet.

**Floor Plans – Required for developments on septic systems (separate sheet or sheets)**

- Provide a floor plan of each level for every proposed structure or addition
- Label each room including storage areas and closets; provide their sq. ft. & dimensions
- Show all proposed walls, doors, windows, counters, cabinets, and fixtures.
- Dimension the overall structures including any additions

**Preliminary Utility and Drainage Plan (separate sheet)**

- Scale and North Arrow
- Legend showing all symbols, line types, hashing and abbreviations
- Proposed name of the project
- Show existing and proposed roads, lots and easement lines
- Show existing topography – 2 foot contour intervals
- Show the existing FEMA 100 year flood plain zone
- Show existing channels, canals, ditches, springs, wells, wetlands, culverts, and ponds
- Show existing storm drains, manholes, inlet boxes, combination boxes, and clean-outs
- Show proposed project connection(s) to the existing storm water system
- Identify proposed project discharge amount into the existing storm water system
- Show any proposed or existing detention or retention facilities
- Provide drainage arrows indicating the direction of storm water flow in proposed streets
- Show existing sanitary sewer system, culinary water system, sub surface drains, gas lines, power lines, cable lines and phone lines within 100- feet of the project
- Indicate on the plans the location of the proposed project connection to the existing water system-include project fire flow, fire storage and demand calculations
- Indicate on the plans the location of the proposed project connection to the existing sanitary system-include project peak discharge amount

**Grading Plan (separate sheet)**

- Show property lines
- Show existing contour lines in two-foot intervals (screened and dashed lines)
- Show proposed contour lines in two-foot intervals (solid lines)
- Label major contour lines in ten-foot intervals
- Show all proposed improvements (structures, drives, roads, accessory bldgs., etc.)
- Show all existing improvements (label any intended to be removed)
- Show all existing and proposed retaining walls
- Identify any known sensitive lands (30% + slopes, streams, wetlands, etc.)

**Additional Requirements for properties in the Foothills and Canyons Overlay Zone (FCOZ)**

**Slope Analysis (separate sheet)**

- Show property lines
- Show colored slopes in the following ranges: 0-25%, 25-30%, 30-35%, 35-40%, 40+
- Show all proposed improvements (structures, drives, roads, accessory bldgs., etc.)
- Show all existing improvements (label any intended to be removed)

GENERIC CHECKLIST