

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
REVIEW COMMITTEE

Purpose –

The County has provided for the creation of a review committee to review requests for feasibility studies, incorporation petitions, annexation petitions, township petitions, withdrawal and dissolution petitions, and other boundary related actions. The procedures set forth in this policy are for the purposes of governing the internal operation of the review committee and its review of requests for boundary actions that are received or filed with Salt Lake County. This policy does not modify or alter any of the requirements found in the Utah Code governing boundary actions.

References

Utah Code, Title 10, Chapter 2, Parts 1, 4 - 7; Title 17, Chapter 27a, Section 306;
Chapter 2.92, Salt Lake County Code of Ordinances, 1986.

1.0 Policy

It is the policy of Salt Lake County to provide a standardized procedure to process and review requests for feasibility studies, incorporation petitions, annexation petitions, and other boundary related actions that are received or filed with Salt Lake County pursuant to state statute. A review committee has been created by County ordinance to conduct this review and to provide recommendations to the County Council. It is the intent of the County to establish procedures and guidelines for this committee.

2.0 Procedures

2.1 Request for Boundary Action – A request for a boundary action includes a request for a feasibility study, an incorporation petition, an annexation petition, a disconnection petition, a consolidation request or petition, a dissolution petition, a township petition, a township withdrawal petition, a township dissolution petition, a city-sponsored annexation or any other request for a boundary change as permitted by statute. A request for boundary action may be initiated by petition or municipal resolution as set forth by statute.

2.2 Unless otherwise directed by statute, when a request for boundary action is filed with the Salt Lake County Clerk, the following procedures shall guide the processing of the request:

- 2.2.1 The Clerk’s Office shall stamp each page of the request indicating the date of receipt.
- 2.2.2 The Clerk’s Office shall require the person or group filing the request to designate in writing when the filing is complete and acknowledge the County’s time period to process the request.

- 2.2.3 Upon receipt of a request for boundary action, the Clerk shall notify the Review Committee and coordinate how the request shall be handled by the Committee.
- 2.2.4 The Review Committee shall address all issues associated with the request. The Review Committee shall request that the District Attorney make a legal review of the request to ensure compliance with statute.
- 2.2.5 When the filing of the request for boundary action is complete, the Clerk's office will provide copies of the following as indicated to the member offices of the committee for review (as necessary):
 - 2.2.5.1 County Council – Map, description, and petition pages (as applicable);
 - 2.2.5.2 Mayor – Map, description, and petition pages (as applicable);
 - 2.2.5.3 District Attorney – Map and description and any other data relevant to a legal review of the request.
 - 2.2.5.4 Assessor – Map, description, and petition pages (as applicable);
 - 2.2.5.5 Recorder – Map and description;
 - 2.2.5.5 Surveyor – Map and description.
- 2.2.6 Upon completion of the filing of a request for a boundary action, the Review Committee shall coordinate to establish time frames for completion of each member's review.
- 2.2.7 Once each member of the Review Committee completes its assigned portion of the review, the member shall notify the Committee Chair of its findings. The Committee Chair shall forward the conclusions of the Committee to the County Clerk.
- 2.2.8 The County Clerk shall certify the request, reject the request, or take whatever action is required by statute. The County Clerk may not reject a petition or other request if it complies with all the statutory requirements. If the statute governing a request allows, the Clerk may allow the petitioners of a rejected filing to correct the deficiencies. Upon receipt of a corrected petition or other request, the Review Committee shall coordinate review consistent with the review procedures set forth herein. The Clerk shall either certify or reject the modified filing within all statutory time periods.
- 2.3 Recommendation to the County Council – When the action of the County Council is required to process a request for boundary action, the Review Committee shall make recommendations regarding the request to the Council. The Council shall take whatever action it deems appropriate consistent with statutory requirements.

APPROVED and PASSED this 3 day of May, 2011.

SALT LAKE COUNTY COUNCIL

Max Burdick, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date