



COMMUNITY DEVELOPMENT DEPARTMENT

220 East Morris Avenue, Suite 150

South Salt Lake City, Utah 84115

www.sslc.gov

PREDEVELOPMENT APPLICATION

CHECKLIST PRIOR TO SUBMITTAL

1. Complete Application & Affidavit **(REQUIRED)**
2. Nonrefundable Fees **(REQUIRED)**
3. Current Title Report – Issued no longer than 30 days from date of application submittal, if applicable
4. ALTA Survey (within last 30 days), if applicable
5. Applicant Letter – Written to Community Development describing the proposed project and project timeline **(REQUIRED)**
6. Site Plan – The site plan shall include the following information: **(REQUIRED)**
 - a. A vicinity plan showing significant natural and manmade features, property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets.
 - b. Name and correct address of the development
 - c. Location and name of the street(s)
 - d. Property boundaries
 - e. Exact location of proposed structures
 - f. Circulation diagram, vehicular and pedestrian. Show all driveway locations and dimensions.
 - g. Proposed and existing parking areas, lighting, landscaped areas, and trees.
 - h. Identify all parking stalls which will be designated specifically for the proposed use.
 - i. Location of existing or proposed fences
 - j. Plans for utility provisions and disposal of any hazardous materials
 - k. Locations of existing or proposed accessory structures
 - l. Locations of existing and proposed signs
7. Proposed design schematic of each building(s) elevation, including materials and colors, if applicable
8. Floor Plans – Interior layout and dimensions of entire building(s), current and proposed uses, if applicable
9. Other Items as requested by staff

SUBMIT VIA EMAIL OR IN-PERSON –

planning@sslcc.gov

**** ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED ****

Submitting an application does not guarantee placement in a predevelopment meeting. Once a complete application is submitted, South Salt Lake staff will notify applicant of predevelopment status. If approved, a predevelopment meeting will be scheduled within 30 days.

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Zone: _____

Name of Project: _____

Location: _____

Project Description: _____

_____Property ID#(s): _____
_____Total Acres: _____
_____Fee Title Owner: _____
_____Mail Address: _____
_____Mail Address: _____
_____Email Address: _____
_____Email: _____

Telephone: _____

Telephone: _____

PROJECT SUMMARY

Change of Current Building Use: _____ Yes _____ No

Tenant Finish or Building Remodel: _____ Yes _____ No

New Building Construction: _____ Yes _____ No

Handling Hazardous Materials: _____ Yes _____ No

Fire Sprinklers: _____ Yes _____ No

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 the party with whom the City should communicate regarding any matter pertaining to 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 all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

SIGNATURE OF APPLICANT: _____

NAME OF APPLICANT (PRINTED): _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

-----FOR CITY USE ONLY-----

Fee Amount: _____ Receipt #: _____ Date: _____

PROPERTY OWNER'S AFFIDAVIT for property located at

Address: _____

Project Name / Business Name: _____

PROPERTY OWNER

I/we _____, being duly sworn, depose and say that I/we am/are the current owner(s) of the property identified in this application and that I/we have read the application and attached 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)

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 Salt Lake County, Utah
My Commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described above, do hereby appoint 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 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 Salt Lake County, Utah
My Commission expires: _____