



## COMMUNITY DEVELOPMENT DEPARTMENT

220 East Morris Avenue, Suite 150

South Salt Lake City, Utah 84115

[www.sslc.gov](http://www.sslc.gov)

# DESIGN REVIEW APPLICATION

### **CHECKLIST PRIOR TO SUBMITTAL**

1. Complete Application & Affidavit (REQUIRED)
2. Nonrefundable Fees – This includes \$2/postcard for Public Notices, which are mailed out to all adjacent property owners within 300 feet. (REQUIRED)
3. Applicant Letter – Written to Community Development describing the proposed use and development (REQUIRED)
4. Complete Design Review Committee Analysis Worksheet (REQUIRED, if located in the Downtown District)
5. 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. Existing plat/proposed plat amendment
  - c. Name and correct address of the development
  - d. Location and name of the street(s)
  - e. Property boundaries, topography in two foot contours, any designated wetlands, flood plain or geologic hazard
  - f. Identification of surrounding land uses
  - g. Exact location of proposed structures
  - h. Circulation diagram, vehicular and pedestrian. Show all driveway locations and dimensions.
  - i. Proposed and existing parking areas, lighting, landscaped areas, and trees.
  - j. Identify all parking stalls which will be designated specifically for the proposed use.
  - k. Location of existing or proposed fences
  - l. Plans for utility provisions and disposal of any hazardous materials
  - m. Locations of existing or proposed accessory structures
  - n. Locations of existing and proposed signs
6. Detailed landscape plan that encompasses entire property (REQUIRED)
7. Proposed design schematic of each building(s) elevation, including materials and colors. A three-dimensional perspective rendering of all facades and roofs. (REQUIRED)
8. Floor Plans – Interior layout and dimensions of entire building(s), current and proposed uses. Details on all amenities located within the project, including location(s), types, and square footages must be provided. (REQUIRED)
9. Other Items as requested by staff

**SUBMIT VIA EMAIL OR IN-PERSON –**

[planning@sslc.gov](mailto:planning@sslc.gov)

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

*It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, or state code approval requirements. All application fees are nonrefundable. Submitting an application in no way guarantees placement on any specific agenda.*

*Applicants are responsible for addressing and correcting any inaccurate or incomplete application documentation. Inactive applications automatically void after 180 days. All voided applications require submittal of a new application, including payment of all costs and fees.*

**COMMUNITY DEVELOPMENT DEPARTMENT**

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[www.sslc.gov](http://www.sslc.gov)**DESIGN REVIEW APPLICATION**

Zone: \_\_\_\_\_

Location: \_\_\_\_\_

Property ID#(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Total Acres: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Applicant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Email Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Name of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Fee Title Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**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.

I further understand that additional fees may be charged for the City's review of the proposal if the City requires the services of outside consultants in its review. A deposit into an out-of-pocket with the City may be required to cover such costs, depending on the scope of the application. An accounting of costs will be made available to the applicant upon request if the City draws upon the out-of-pocket account to reimburse its outside consultant expenses associated with a particular application. The applicant may also be required to refresh its out-of-pocket account if initial deposits are insufficient to facilitate the full extent of required review. Any unused portion of the applicant's out-of-pocket deposits will be refunded to the applicant upon final disposition of the application.

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: \_\_\_\_\_

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### 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.

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Owner's Signature

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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.

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Notary Public  
Residing in Salt Lake County, Utah  
My Commission expires: \_\_\_\_\_

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### 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.

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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: \_\_\_\_\_



DESIGN REVIEW COMMITTEE ANALYSIS  
Community & Economic Development  
Department  
220 East Morris Avenue, Suite 150  
South Salt Lake City, Utah 84115  
(801) 483-6063  
[www.sslc.gov](http://www.sslc.gov)

## DOWNTOWN SOUTH SALT LAKE ZONING ORDINANCE ANALYSIS

Please fill out the below chart with specific details about your proposed project. The Design Review Committee will review compliance of your project against the Downtown South Salt Lake Zoning Ordinance and Design Standards. If your project does not meet the minimum requirements, please provide specific details for why it does not.

PROJECT INFORMATION		
ADDRESS		
LOT SIZE AND DIMENSIONS		
EXISTING CONDITIONS		
SUBDISTRICT		
LAND USE AND APPROVAL	USE TYPE: _____ PERMITTED / CONDITIONAL USE: _____ NUMBER OF UNITS: _____	STAFF COMMENTS: _____
STREET CROSS SECTION		
STREET TYPES:	DESCRIBE YOUR PROJECTS PROPOSED STREET CROSS SECTION(S):	STAFF COMMENTS: _____

## CHAPTER 5.0 - BUILDING TYPES

BUILDING TYPES (CHECK ALL THAT APPLY)	STOREFRONT: _____ URBAN STYLE: _____ TOWNHOME: _____ (TOWNHOME REQUIRES THE TOWNHOME OVERLAY) CIVIC: _____ PARKING STRUCTURE: _____ ADAPTIVE REUSE: _____	
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### BUILDING TYPE REGULATIONS

(1) BUILDING SITING	<u>SETBACKS:</u>  <u>PARKING LOCATIONS:</u>  <u>VEHICULAR ACCESS:</u>	STAFF COMMENTS:
(2) BUILDING MASSING	<u>HEIGHT OF BUILDING:</u>  <u>INDIVIDUAL FLOOR HEIGHTS:</u>	STAFF COMMENTS:
(3) USES	<u>GROUND FLOOR USES:</u>  <u>UPPER FLOOR USES:</u>	STAFF COMMENTS:

	<u>REQUIRED FLOOR OCCUPIED SPACE:</u>	
(4) PRIMARY FAÇADE	<p><u>GROUND FLOOR TRANSPARENCY %:</u></p> <p><u>UPPER FLOOR TRANSPARENCY %:</u></p> <p><u>BLANK WALL LIMITATIONS:</u></p> <p><u>FRONT ENTRANCE TYPE &amp; LOCATIONS:</u></p> <p><u>VERTICAL FAÇADE DIVISION:</u></p> <p><u>HORIZONTAL FAÇADE DIVISION:</u></p> <p><u>FAÇADE DEPTH VARIATION:</u></p>	<b>STAFF COMMENTS:</b>

(5) FAÇADE TREATMENT ALONG TOP STORY AND ROOF	<u>ROOF TYPE:</u>	STAFF COMMENTS:
(6) ADDITIONAL DESIGN STANDARDS	<u>EXTERNAL MATERIALS AND COLORS, INCLUDING %:</u>  <u>BALCONY DIMENSIONS:</u>  <u>WASTE CONTAINER LOCATION:</u>  <u>METERS AND EQUIPMENT PLACEMENT:</u>  <u>PROJECT AMENITIES:</u> <u>BUILDING FEATURES:</u>  <u>TENANT AMENITIES:</u>	STAFF COMMENTS:

	<p><u>GREEN BUILDING:</u></p> <p><u>SOLAR ACCESS REQUIREMENTS:</u></p> <p><u>RESIDENTIAL DEVELOPMENT REQUIREMENTS:</u></p>	
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## CHAPTER 6.0 – OPEN SPACE

	<u>REQUIRED PERCENTAGE OF OPEN SPACE:</u>	
OPEN SPACE TYPES (CHECK ALL THAT APPLY)	TRANSIT GREENWAY: _____ PLAZAS: _____ COURTYARD: _____ PASSAGEWAY: _____ INDIVIDUAL OPEN SPACE: _____ ROOFTOP OPEN SPACE: _____ ACTIVE STREETSCAPE: _____	
OPEN SPACE REGULATIONS	<u>DIMENSIONS / LOCATIONS OF OPEN SPACE:</u>  <u>IMPROVEMENTS (STRUCTURES, LIGHTING, SEARING, TREES, LANDSCAPING, ETC.)</u>	<b>STAFF COMMENTS:</b>

## CHAPTER 7.0 – LANDSCAPE

LANDSCAPE TYPES (CHECK ALL THAT APPLY)	PARKING LOT BUFFER: _____	STAFF COMMENTS:
	SIDE & REAR BUFFER: _____	
	ACTIVE FRONTOGE: _____	
	INTERIOR PARKING LOT: _____	
	SCREENING OF BUILDINGS: _____	
	SCREENING OF REFUSE AREAS/UTILITIES: _____	
LANDSCAPE REGULATIONS	<u>LOCATIONS ON SITE:</u>	
	<u>WIDTH:</u>	
	<u>VEGETATION / MATERIALS, INCLUDING %'S:</u>	

## 17.07.160 – PARKING

	RESIDENTIAL PARKING REQUIREMENT: _____	STAFF COMMENTS:
	COMMERCIAL PARKING REQUIREMENT: _____	
PARKING REGULATIONS	NUMBER OF PARKING STALLS PROVIDED:	STAFF COMMENTS:
	DETAILS ON STORMWATER MANAGEMENT FOR SITE:	