



## COMMUNITY DEVELOPMENT DEPARTMENT

220 East Morris Avenue, Suite 150

South Salt Lake City, Utah 84115

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

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