

PREDEVELOPMENT APPLICATION CHECKLIST

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

ONLINE SUBMISSION PORTAL –

<https://sslclanning.portal.iworq.net/portalhome/sslclanning>

**** 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.