



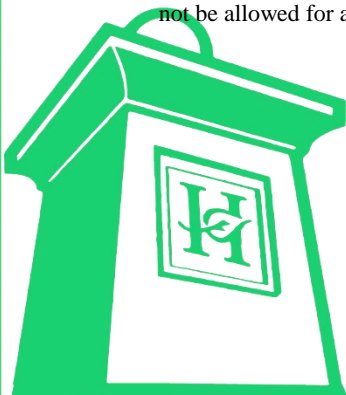
AMENDMENT: ZONE MAP REQUIRED APPLICATION SUBMITTALS

Following Documents are Required for a Complete Submittal:

1. The following information shall be submitted to the Community Development Department:
 - Completed **General Land Use / Development Application** Form
 - Applicable fees as per 03.35
 - Neighborhood Meeting*: Minutes, mailing list, attendees. See “Neighborhood Mtg Required Submittals”
 - Narrative detailing the request*: please state zone requested proposed development goals of the request
 - Legal Description of Property proposed for zone change*
 - Property Plat of the area of the requested Zone Change.*
2. The application should be filed no later than **3 weeks prior** to the desired public hearing date before the Planning Commission. The Planning Commission generally meets on the 1st and 3rd Tuesday of the month

Application Procedure and Process as per 13.07.030

1. The Community Development Director will notify you of the Planning Commission meeting date
2. The Community Development Department will publish a notice in required media and mail notice to all property owners within 500’feet
3. The agenda on which this item will be considered will be available/posted 24hours prior to the meeting
4. The Planning Commission may consider the following items when reviewing the proposal:
 - a. Is the change consistent with the General Plan?
 - b. Is it in the public interest?
 - c. Is it in harmony with the objectives and purposes of the future development of City of Holladay?
 - d. Is the change reasonably necessary?
5. The Planning Commission will make a recommendation from their meeting to the City Council.
6. The City Council shall schedule a public hearing to discuss the proposed Zone Change a minimum of 15 days but not more than 45 days following the review by the Planning Commission. Notice of such hearing shall be publish as per Utah State Code
7. City Council, following public hearing, will pass a motion either approving, revise or denying the requested Zone Change. Their decision is final. If the request is approved, an official Zoning Ordinance will be signed and filed.
8. Re-submission. If an application for amendment is denied by City Council, re-submission of an application for same amendment shall not be allowed for a period of 12 months, unless totally new facts or information are presented.





GENERAL LAND USE/DEVELOPMENT APPLICATION

Name of Proposed Project:
Address of Project:

TYPE OF REQUEST: (mark all that apply)			
	ADMINISTRATIVE PROCEDURES APPLY (ORD. 13.08)		LEGISLATIVE PROCEDURES APPLY (ORD. 13.07)
	SITE PLAN (<input type="checkbox"/>) PERMITTED of (<input type="checkbox"/>) CONDITIONAL		REZONE of PROPERTY
	SUBDIVISION PLAT		GENERAL PLAN AMENDMENT
	CONDOMINIUM PLAT		CODE AMENDMENT
	CONDITIONAL USE PERMIT		PUBLIC STREET: NAME CHANGE, VACATION / CLOSURE or DESIGNATION
	SPECIAL EXCEPTION		HISTORIC SITE DESIGNATION
	NON-CONFORMING USE DECLARATION		DEVELOPMENT AGREEMENT AMENDMENT
	OTHER:		ANNEXATION

Applicant Name: (Please Print)	Property Owners Name: (Please Print) **ATTACH SIGNED "OWNER AFFIDAVIT"***
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Applicant's Mailing:			
Address:	City:	State:	Zip:

Applicant Phone: ()	Applicant's Email Address:
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Main Contact Person (Please Print):		
Name:	Phone:	email:

Brief summary of proposal / request:

FILING FEES: (ORD 3.35)		OFFICE USE ONLY
SITE PLAN REVIEW	\$600.00	REZONE of PROPERTY
SITE PLAN AMENDMENT	\$250.00	CODE AMENDMENT
SUBDIVISION: <i>Final = 6% of the cost of improvements</i>	\$2,000.00 + \$100.00/lot	GENERAL PLAN AMENDMENT
CONDOMINIUM	\$1,000.00 + \$100.00/unit	HISTORIC SITE DESIGNATION
CONDITIONAL USE PERMIT - <i>COMMERCIAL</i>	\$1,000.00 + \$35.00/acre	PUBLIC STREET:
CONDITIONAL USE PERMIT - <i>RESIDENTIAL</i>	\$900.00 + \$50.00/unit	
CONDITIONAL USE PERMIT - <i>HOME BUSINESS</i>	\$100.00	ANNEXATION
CONVERSION TO CONDOMINIUM	\$50.00/unit	DEVELOPMENT AGREEMENT AMENDMENT
SPECIAL EXCEPTION	\$600.00	LOT LINE ADJUSTMENT / COMBINATION: \$75.00
SUBDIVISION AMENDMENT	\$500.00	OTHER:
		FINAL TOTAL DUE: <input style="width: 100px;" type="text"/>

FILE NUMBER _____
PARCEL NUMBER _____
GENERAL PLAN: _____
ZONE: _____ ACREAGE: _____
PC ACTION: _____ DATE: _____
CC ACTION: _____ DATE: _____
FILE DATE: _____

- NEXT STEPS:**
1. To be considered COMPLETE, this form must be accompanied by all applicable "project tracking" checklist(s)/submittals or it will not be accepted.
 2. Complete applications must be submitted 3 weeks prior to the desired Planning Commission date
 3. Applications are reviewed every Tuesday by the Holladay TRC. You will be notified of any deficiencies, decisions and/or meetings dates at that time
 4. Planning Commission convenes each month on the 1st and 3rd Tuesday. City Council convenes the 1st and 3rd Thursday of each month
 5. Your Attendance at the Planning Commission and/or City Council meetings is required by the applicant or a representative of the applicant.



CITY OF HOLLADAY NEIGHBORHOOD MEETING REQUIREMENT/SUBMITTALS

As part of your application for Planning Commission approval current regulations require that you conduct a “Neighborhood Meeting.” This is an informal gathering of property owners within a 500 foot radius of your project and is intended to help open communication between you and those who may be affected by your application. City representatives do not participate in this meeting. It is your responsibility to organize and moderate this meeting. The meeting must held prior to your application for the Public Hearing and presentation before the Planning Commission. (City of Holladay Title 13.03.020.B)

Meeting Requirements:

- No application shall be filed until a neighborhood meeting has been held.
- All of the following land use applications require proof of a neighborhood meeting (13.03.020.B):

Developments in a residential zone:
 Rezones,
 Subdivisions, and
 Planned unit developments.

Nonresidential developments abutting a residential development or zone boundary:
 Rezones,
 Nonresidential subdivisions,
 Permitted or conditional use site plans, and
 Planned unit developments.

- The applicant shall **MAIL** a written notice stating: place, date, and time of the neighborhood meeting to all residential property owners, as identified in the Salt Lake County Recorder’s records, within five hundred feet (500’) of the proposed site. Salt Lake County Recorder’s Office located at 2001 South State Street – N1600. (The north building.) Show them this letter if they require authorization from the City for preparing the labels.

SAMPLE LETTER

Notice of Neighborhood Meeting

(Date of Letter)

(Name of Applicant)
(Address of Applicant)
(Applicant Telephone No.)

Dear Neighbor:

A neighborhood meeting will be held *(Date of Meeting)* at *(Time of Meeting)* at *(Location of Meeting)* to discuss a proposed *(Description of Project/Rezone Application/Conditional Use, etc.)* located at *(Address or Location for Proposed Application)*

Please join *(Us/Me)* to discuss this *(Project/Re-zone/Conditional Use)* application and share your thoughts and feelings.

Please note that this is ***NOT*** a City of Holladay Planning Commission or City Council meeting. This pre-meeting prior to presenting a pending application to the City of Holladay

Thank you.
(Signature of Applicant)

Phone calls or informal door to door contacts shall not be considered to constitute a neighborhood meeting

- The neighborhood meeting must be conducted at a location within the Holladay City boundaries. Meeting rooms at City Hall are available for online reservation; <http://cityofholladay.com/services/room-rental/>

Applicants shall create a record of (submitted with your application):

- a list of all individuals who were notified,
- a roster of attendees at the neighborhood meeting, and
- a copy of the minutes and summary from the neighborhood meeting.

NOTE: On the day of your meeting you provide a sign-up roster to record the names, addresses and telephone numbers of those who attend. Drawings, renderings, site plans or etc. are helpful in communicating with those who come to your meeting. This meeting is not to gain approval but to serve as an opportunity to explain your project prior and listen to their thoughts, concerns and comments. Attempt to “sell or convince” attendees of the merits of your concept can create or amplify unnecessary conflict. (These same members of your neighborhood will have an opportunity to comment at the Public Hearing before the Planning Commission at a later date.)