



WEST VALLEY CITY

Planning & Zoning

ADMINISTRATIVE DETERMINATION APPLICATION

For property located at:

FEE: \$125

Date _____

Application # _____
(Staff Use)

Property Owner* _____ Phone _____

Mailing Address _____

Developer/Agent _____ Phone _____

Mailing Address _____

E-mail Address _____

What is the Administrative Determination Request for?

- ☐ Use Determination ☐ Zoning Research ☐ Fence Height
☐ Nonconforming Use Determination ☐ Expansion of Nonconforming Use

APPLICATION CHECKLIST

For a use determination, zoning research, nonconforming use determination and expansion of a nonconforming use please provide the following:

- A detailed description of the information needed. Copies of building permits and certificates of occupancy must be requested directly from the West Valley City Building Inspections Division. (If the building was constructed prior to 1980 building permit records are not available through WVC. Please contact the Salt Lake County Archives at 385-468-0820.)
- Legal description of the property (please include the Lot Number and Subdivision).
- Name and address of the lending institution requesting the letter (if applicable).

For fencing height modification requests, please explain why the modification is being requested. Also submit a site plan that shows where the fencing will be located on the property and an elevation plan showing the type and height of the proposed fencing. Fencing over 6' in height may require a building permit and engineering.

The application and supporting documents must be emailed to Jody Knapp (jody.knapp@wvc-ut.gov). Please allow three to five business days to process this request.