



WEST VALLEY CITY

Planning & Zoning

ZONING AMENDMENT APPLICATION

For property located at:

From Zone _____ to Zone _____

FEE: \$350 + \$300 FOR DEVELOPMENT AGREEMENT REVIEW WHERE APPLICABLE

Date _____

Application # _____
(Staff Use)

Property Owner* _____ Phone _____

Mailing Address _____

Developer/Agent _____ Phone _____

Mailing Address _____

E-mail Address _____

Parcel (sidwell) # _____ Legal Description: Please Attach

Total Area - Acres or Square Feet _____

Plans must be submitted electronically. Consult staff on how to submit plans. For a complete application, please provide all documents listed in the application checklist and attach a letter addressing the following:

1. What is the current West Valley City General Plan classification?
2. What is the current West Valley City Zoning classification?
3. What is the requested Zoning classification?
4. For what reason(s) do you suggest the change? The applicant is responsible for justifying the requested change to the Zoning. Issues to be evaluated will include, but are not limited to:
 - adopted goals and policies expressed in West Valley City's General Plan
 - adjacent land uses
 - population served
 - transportation impacts
 - public facilities (water, sewer, storm water, parks, schools, etc.)
 - the type of use requested and reasons why this use should be on the site
5. What is the estimated development schedule?

The more information provided, the better the potential for understanding the applicant's point of view. The Planning Commission will consider all information available in making their recommendation to the City Council.

*Current property owner must sign application (see next page)

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____ .

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____



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ZONE CHANGE INFORMATION SHEET

The adopted West Valley City General Plan is the City's guiding policy for land use related decisions. The Plan's purpose is to coordinate and bring order to new and existing development in West Valley City by establishing goals for development. You are encouraged to read the adopted General Plan before making your application and should refer to the City's goals and land use policies to justify your request. The planning staff will assist you in preparing your application. Zone change requests should be made in accordance with the General Plan recommendations.

PUBLIC HEARINGS

The Zone change process involves public hearings before the West Valley City Planning Commission and the City Council. After the hearing before the Planning Commission, the Commission makes a recommendation to the City Council which has final authority to change a zoning classification. Both the Planning Commission and the City Council will evaluate your zone change proposal for conformity with the adopted General Plan. **You should anticipate at least a 90 day time frame before a final decision is made.** The reason for this time frame is that notices are required for the public hearings before the Planning Commission and the City Council meet.

The Planning Commission generally meets the second and fourth Wednesday of the month at 4:00 p.m. in the City Council Chambers, West Valley City Hall, 3600 Constitution Boulevard. You must submit your application at least three weeks in advance of the hearing date. You or your appointed representative must be present at the public hearing to explain your case and answer any questions. A study session/field trip, open to the public, is held on Wednesday at 3:30 p.m. one week prior to the public hearing, however, no public comment can be taken at this meeting. Typically, the Planning Commission will hold a public hearing, evaluate all the information and make a recommendation to the West Valley City Council.

If the Planning Commission's recommendation is for approval, a public hearing will automatically be scheduled before the City Council after the required public notice is complied with. Where a Development Agreement is involved, this agreement must be prepared by the City's Legal Department before the zone change is scheduled for a City Council Hearing. Notification of this hearing will come from the City Administration office. If a negative recommendation is received from the Planning Commission, you may appeal that decision to the City Council by filing the appeal with the City Recorder within ten days of the final decision. City Council meetings are held on Tuesdays at 6:30 p.m. If the City Council approves your request, the zone change will be effective upon posting. This usually occurs within one week after the City Council decision.

APPLICATION CHECKLIST

In preparing your application be as detailed and specific as possible. Applications with incomplete or inadequate information will not be accepted. There is a filing fee to help defray the costs of advertising and staff review. The specific fee is listed on the application. This is a non-refundable fee which must be submitted at the time of application. Plans required for Planning must be submitted electronically. Consult staff on how to submit plans.



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For a complete application, the following should be submitted:

1. A completed application, including property owner affidavit.
2. A letter outlining the request.
3. A document verifying proof of ownership. The current property owner must be the applicant but may designate an authorized agent to act in his behalf. Proof of ownership can include a County Recorder's printout indicating ownership with corresponding parcel number, a Warranty Deed, quit Claim Deed or tax notice.
4. Property address and legal description. If the proposed zoning boundary follows existing property lines, a legal description can be obtained from the deed, tax notice, or County Recorder's Office. If the proposed zoning boundary does not follow existing property lines, a legal description describing the proposed zoning boundary must be prepared by a licensed surveyor or engineer.
5. Property plat (Sidwell Map) from the Salt Lake County Recorder's Office, 2001 South State, Suite N1600, 385-468-8145. Your property should be clearly marked in red.
6. A concept plan. A concept plan is a generalized plan drawn to scale that shows property boundaries, proposed uses, proposed lots, and proposed roads.
7. A development agreement proposal for residential developments. A development agreement "means a voluntary agreement between the City, using its legislative judgment, and a property Owner or developer relating to a proposed Development within the City that shall run with the land and be binding upon all successors and assigns of the property Owner or developer" (7-1-103(88)). Items to be addressed in a development agreement include, but are not limited to, housing size, architectural features, exterior materials, streetscapes, and landscaping. Where available, building elevations are helpful.
8. A traffic impact study prepared by a registered traffic engineer is required for projects with 100 or more proposed dwelling units in the RM Zone.

Please answer the questions listed on the application as completely as possible and provide additional justification for the proposed change. The information you submit will be the basis for review by the Planning Commission and the City Council. Be as complete as possible. If you have any questions please ask for assistance by calling 801-963-3282, Planning and Zoning.

Next Planning Commission Meeting _____

Filing Deadline _____

(3 weeks prior to hearing date)

APPEALING A DECISION OF THE PLANNING COMMISSION

Any person wishing to appeal a decision of the Planning Commission must file the appeal with the City Recorder within 10 days of the final decision of the Planning Commission.