

# SALEM CITY

30 West 100 South Salem, Utah 84653  
 801-423-2770, Fax 801-423-2818,  
 www.salemcity.org



## APPLICATION TO APPEAR BEFORE THE PLANNING & ZONING COMMITTEE (P&Z)

APPLICATION INFORMATION			
Name of Applicant or Authorized Agent(s):			
Address:			
City:	State:	Zip:	Phone:
Fax:	E-mail:		
Signature of Applicant:			
Date:			

A BRIEF SUMMARY FOR APPEARING BEFORE THE COMMITTEE

\*Attach to this application all necessary documentation requested in the checklist. (If applicable)  
 The Planning & Zoning (P&Z) Committee meets on the second Wednesday of each month at 7:00 p.m.  
 Applications must be filed at least 12 days prior to the date of the meeting.

### FOR OFFICE USE ONLY

Application Date:	
Development Review Committee Date:	
Planning and Zoning Meeting Date:	
City Council Meeting Date:	
DRC Fee \$75 _____ Paid _____	P&Z Fee \$75 _____ Paid _____
DRC Receipt# _____	P&Z Receipt# _____

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## PLANNING & ZONING (P&Z) CHECKLIST (IF APPLICABLE)

The following items, at a minimum, shall be included with the application.

1		A legal description of the property included in the proposed amendment to the Zoning Map prepared by a licensed surveyor. <b>(In MSWord and PDF and hard copy)</b>
2		The reason and justification for the proposed amendment and how the proposed amendment would further the purpose and intent of the Zoning Ordinance, and how the proposed amendment is consistent with the Salem City General Plan.
3		Supporting documentation, maps, studies and any other information which would allow the Planning and Zoning Committee and City Council to make a well informed decision. <b>(In MSWord, PDF and hard copy)</b>
4		The payment of the appropriate fee in accordance with the Salem City fee schedule.
5		One set of addressed stamped envelopes for property owners within the boundaries of the proposed zone change, and all owners with adjacent property of the proposed boundary of the zone change. A complete list of the names and addresses will also need to be submitted.
6		The petition must be signed by a majority of owners in the area representing 1/3 of the value of the property in the area. Attach additional sheets as needed with the required signatures.
7		A legal description <b>(on disk and a hard copy in MSWord and PDF)</b> and map of the property to be rezoned.

Note: Submittals will not be considered complete until all required items are submitted. The City has up to 30 days to review each complete submittal.