



**Santa Clara City**  
 2603 Santa Clara Drive  
 Santa Clara City, Utah 84765  
 Office: 435-656-4690 / Fax 435-879-5298  
 www.sccity.org

## APPLICATION TO AMEND ZONING MAP

**Filing Fee: Refer to City's Development Fee Schedule**  
**Note: Submittal of incomplete application could delay processing.**

### **Applicant(s) /Property Owner(s) Information**

Name of Applicant(s) / Contact Person(s):

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Contact Number: _____	Contact Number: _____

**Attach additional sheet if more than two applicants.**

Name of Property Owner(s):

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Contact Number: _____	Contact Number: _____

**Attach additional sheet if more than two property owners.**

### **Property Description**

**Attach legal description**

Address/Location of Property (Attach legal description): \_\_\_\_\_

Major Street(s): \_\_\_\_\_

Section(s): \_\_\_\_\_ Township(s): \_\_\_\_\_ Range: \_\_\_\_\_

Parcel Size (acres): \_\_\_\_\_

Present Zoning Classification(s): \_\_\_\_\_ Proposed Zoning Classification(s): \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Is the zone change in harmony with the present City Master Plan/Future Land Use Map? Yes \_\_\_ No \_\_\_

If no, what does the City Master Plan/Future Land Use Map propose for the subject property? \_\_\_\_\_

(If the application is not in harmony with the City Master Plan/Future Land Use Map, an amendment will be considered in connection with the zone change requested).

Are there deed restrictions against the property that might affect the requested zone change? Yes \_\_\_ No \_\_\_

(A copy of deed restrictions, if any, may be submitted in support of the application and shall be submitted if contrary to the requested zone change).



## Zoning Questions

To the best of your ability, please answer the following questions regarding the application:

- 1) What is the purpose for requesting a zoning map change? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) If the proposed zoning map change is an extension of an existing adjacent zoning district, provide an explanation why the proposed extension should be made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) If the requested change is not designed to extend an adjacent zoning district, explain why this property should be placed in a different zoning district than all adjoining property? In other words, how does this property differ from adjoining property and why should it be subject to different restrictions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Explain how the requested zoning map amendment comply with the provisions of the respective zoning classification requirements, such as the area, width and yard regulations of the classification? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Application Submittal Requirements

- 1) Submit one (1) original copy of a completed application for staff/Technical Review Committee review. An additional eleven (11) copies will need to be submitted, which have incorporated staff recommended changes, for Planning Commission review.
- 2) Legal Meets & Bounds Description of Property: Exact legal description prepared and stamped by licensed surveyor and a survey map or property ownership plat. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested.
- 3) Additional sheets, if necessary, with multiple owners and/or applicants information.
- 4) Copy of deed restrictions, if necessary, see criteria under Property Description section of this application.
- 5) Fees: Refer to attached *Development Fee Schedule for Santa Clara City*. Fees are subject to change from time-to-time as approved by the Santa Clara City Council. Fees paid at submittal.
- 6) Some zoning classifications require additional items to be submitted along with this application for a zoning map amendment. Please refer to the table below for additional items required by the classification being requested.

Classification	Additional Items Required to be Submitted
Open Space Zone (OS)	
Residential Agriculture Zone (RA)	
Single-Family Residential Zone (R-1)	
Commercial Zone	Site Plan if seeking approval at the same time the zoning map amendment is considered. The Site Plan must comply with the requirements outlined in Chapter 17.66 of the Santa Clara Municipal Code.
Planned Development Districts (PD)	Project Plan--See Chapter 17.68 of the Santa Clara Municipal Code for specific requirements. PD Project Checklist--provided by staff. Phase Plan if seeking phase plan approval at same time as the Project Plan approval--See Chapter 17.68 of the Santa Clara Municipal Code as well as the City's subdivision requirements found in Title 16 of the Santa Clara Municipal Code for specific requirements.
Historic District/Mixed Use Zone	Site Plan--See Chapter 17.74 of the Santa Clara Municipal code for specific requirements.
Historic District Overlay Zone	

## Application Submittal Deadlines\*\*

Classification	Submittal Deadline Requirements
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting. Requires review by Heritage & Parks Commission.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

\*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews complete, and requested changes made to the application materials are complete.

\*\*Conceptual reviews by staff and the Planning Commission are encouraged but not required; additionally, applicants/property owners are strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a deadline due to unforeseen issues.





# SANTA CLARA CITY SUBMITTAL DEADLINES

## Development Submittal Deadlines

Effective as of November 15, 2006

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

***Before receiving any petition, all fees must be paid along with the submittal of a complete application.***

\*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

\*\*Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged** but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting.
City Council Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.
Final Subdivision	Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Week & a half (1 1/2) weeks prior to the Technical Review Committee Meeting

### **Typical Meeting Schedules:**

**Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City’s web site: [www.santaclaracityutah.com](http://www.santaclaracityutah.com)**

Technical Review Committee (TRC) Meetings – Generally every Thursday at 8:00 a.m.

Planning & Zoning Meetings – 3<sup>rd</sup> Tuesday of each month at 5:30 p.m.

City Council Meetings—2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month at 5:00 p.m.

**Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.**