



Santa Clara City  
2603 Santa Clara Drive  
Santa Clara City, Utah 84765  
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[www.sccity.org](http://www.sccity.org)

# APPLICATION TO AMEND LAND USE ORDINANCE

**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: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

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

Name of Property Owner(s):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
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): \_\_\_\_\_

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

Proposed Land Use: \_\_\_\_\_

## Zoning Questions

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

- 1) How has/have the current Land Use Ordinance section(s) that is/are the subject of this application become outdated or no longer in the best interest of Santa Clara City? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) How does the proposed Land Use Ordinance change better serve Santa Clara City in promoting and protecting the health, safety, morals, convenience, order, prosperity, or general welfare of the City and its citizens?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) How does the proposed ordinance change fit wit the goals, objectives and policies of Santa Clara City's General Plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Application Submittal Requirements

- 1) Submit one (1) original and seven (7) copies of 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) Submit Letter of Intent giving the details of the proposed ordinance change which should include at a minimum the following information:
  - A. What is the proposed ordinance change?
  - B. How the ordinance change may affect other ordinance sections?
- 3) Impact of Land Use Ordinance change description: A narrative explaining the benefit to the City anticipated from the ordinance change, including expected impact on public services as well as the amount of City land that is expected to be affected by the proposed change.
- 4) 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.

\*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

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).**

<b>SUBDIVISIONS</b>	
<b>TRC &amp; Planning Commission Reviews</b>	
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.
<b>City Council Reviews</b>	
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.

<b>Misc. Planning &amp; Zoning Approvals</b>	
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 <sup>1/2</sup> ) 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 – 2<sup>rd</sup> Thursday 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.**