

# SALEM CITY

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



## APPLICATION FOR GENERAL PLAN AMENDMENT

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

PROJECT INFORMATION		
Date of Application:		
Property Address:		
City:	State:	Zip:
Existing Use:	Proposed Use:	Acreage of Property:

REZONING INFORMATION	
Current Zone of the Property:	Zone Requested:
Current General Plan Designation:	
Proposed General Plan Designation:	

\*Attach to this application all necessary documentation as per the General Plan Amendment Review Process Checklist.

### FOR OFFICE USE ONLY

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

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## GENERAL PLAN AMENDMENT REVIEW PROCESS CHECKLIST

The following items, at a minimum, shall be included with the application for any General Plan Amendment change.

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 a 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 and PDF)</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)</b> and map of the property to be rezoned.
8		After the City receives a completed application the DRC will review the application and make a recommendation to the Planning & Zoning Committee. The P&Z will then hold a public hearing pertaining to the General Plan Amendment and either recommend to support the request or not. After the P&Z public hearing the City Council will also hold a public hearing on the General Plan Amendment and either approve, approve with alterations, or deny the request.

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.