

Salt Lake County Public Works Department
Planning and Development Services Division
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Visit our web site:
<http://www.pwpds.slco.org>



Application Process for Development Within the Foothills and Canyons Overlay Zone (FCOZ)

"DEVELOPMENT" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations. (19.04.165)

Prior to applying for development on property within the Foothills and Canyons Overlay Zone (FCOZ) you must attend the required pre-application meeting.



How to Apply for Development in the Foothills and Canyons Overlay Zone (FCOZ)

STEP 1: The Applicant is Required to Submit the Following Information Prior to Scheduling a Pre-Application Meeting:

- A complete and notarized application form along with the \$250.00 pre-application fee to the Planning and Development Services office located at:
Salt Lake County Government Center
2001 South State St.
Room #N3600
- A legal description of the parcel(s);
- A current lined aerial plat. Please outline subject property in a red marker
This information can be obtained from:
Salt Lake County Recorder's Office
Salt Lake County Government Center
2001 South State St.
Room #N1600

- Sixteen (16) Conceptual Site Plans: the drawings must be on a minimum sheet size of 18" x 24", drawn to a suitable scale, and must include the following;
 - North point, scale & drawing date;
 - The name of the subdivision and the lot number;
 - Property lines, w/ dimensions, adjoining streets, rights-of-ways, adjacent property owners, structures on adjacent properties, easements, waterways, etc.;
 - Structures which will remain as well as those to be removed;
 - Location of proposed buildings, driveways, septic systems, retaining walls, streams, wetlands, fences, existing within the area that will be disturbed during construction;
 - Location of all existing vegetation on the site;
 - The location of open waterways, canals, or ditches. You must also indicate any proposed relocation, realignment or abandonment of these water features;
 - Existing culinary water mains, gas mains, underground conduits or cables, culverts and overhead power lines;
 - Contours at vertical intervals of not more than 2', except as may be necessary to explain any special land forms on the property;
 - Alleys, easements, parks, and other public or permanent open space in or near the proposed subdivision site.
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- Submit a preliminary water availability confirmation for the property. (A form is attached with this packet.)
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- Provide a slope analysis which shows slopes; 10 to 20%, 20 to 30%, 30 to 35%, 35 to 40%, and greater than 40 %.

Note: The pre-application fee is attributable to the total fees if a formal application is filed (non-refundable otherwise).

Note: The planner responsible for processing the application will visit the property to assess the site and surrounding area. Photographic images may be taken for reference.

Note: Various County agencies will review your request and make recommendations to the Planning and Development Services Staff prior to the Pre-Application Meeting.

STEP 2: Attend a Pre-Submittal Review Meeting. You will be advised of the issues, requirements, fees and receive a checklist of submittal requirements from staff and agency representatives. The purpose of the pre-submittal review is:

1. To discuss the proposed development of the site and its relationship to site conditions and area characteristics;
2. To describe applicable provisions of the FCOZ Chapter and other codes and ordinances;
3. To clarify the scope of the submittal requirements;
4. To provide an opportunity for the County to explain the site development and plan review process.

STEP 3: Prepare the Required Submittals and Make Formal Application for FCOZ Review. Collect information and prepare documents requested from the checklist you received at the pre-application meeting. Pay all formal application fees at this time.

STEP 4: Reviews and Recommendations. Various County agencies will review your request and make recommendations to the Planning and Development Services Staff. It is the applicant's responsibility to follow up with the various agencies to complete their specific requirements.

Note: Depending on the complexity of your proposal and the site that you plan to develop, the review process will take from 6 to 8 weeks. During the winter months the time may be longer depending on the weather. Some application processes require review and approval from the Planning Commission, County Legislative Body or Board of Adjustment. You should add at least 30 days for each public meeting that may be required. The amount of time it will take to process your FCOZ application depends on how quickly you respond to additional information that may be required by staff or other agencies, correcting any problems, and attending any public meetings.

STEP 5: Preliminary Approval. You will receive a Preliminary Approval letter that lists the conditions and requirements of the approval. All conditions must be completed or bonded for prior to occupancy of a building or commencement of any approved use. Final approval will not be granted until all agencies recommend approval. It is the applicant's responsibility to follow up with those agencies to assure timely processing of the application.

STEP 6: Apply for a building permit and complete the Limits of Disturbance (LOD) inspection. When the FCOZ review has been completed and is ready for approval you will receive a "Limits of Disturbance" (LOD) letter. This letter authorizes you to apply for the building permit and to install your LOD fencing. If you have not already done so, you should submit your landscaping/revegetation plan at this time.

STEP 7: Receive the final land use approval letter along with the approved construction drawings. When the limits of disturbance inspection have been cleared and the landscape/revegetation plan has been received and approved the land use approval and the building permit will be issued.

Note: If you do not obtain a building permit within 1 (one) year of your approval date the approval will expire.



Foothills and Canyons Overlay Zone Application Fees:

Refer to the current fee schedule.



Bonding Information:

A Bond is an agreement between the applicant/developer and Salt Lake County that assures completion of on-site/ off-site improvements according to County specifications. Salt Lake County requires one of the following performance bonds:

1. Escrow - an account with an approved bank in which the bank agrees to hold the funds until the County directs them to be released;
2. Letter of Credit - document obtained from an approved bank granting permission to the County to draw on the developer's account, should the developer default;
3. Surety - insurance policy where the surety company guarantees performance by the developer;
4. Cashier's Check - a check to be deposited into a special account and held until the project is complete.

After you have decided which form of agreement you will use, contact the bond coordinator, prior to coming into the office. A 24-hour period must be allowed in order for the preparation of your paperwork.

No work will be allowed until the Salt Lake County Legislative Body has accepted the bond.

All bond release requests must be in writing. After a site inspection and approval, the bond coordinator will process the release of a bond. Where justified, on projects of \$100,000 or more, division policy allows a partial reduction in the performance bond amount for a \$100.00 fee.

The following is a schedule of fees which may be apply to your project should you choose to file a performance bond to guarantee completion of the required on-site/off-site improvements.

- Bond Administration Fee: \$100.00 (does not apply to regular subdivisions, and must be paid prior to acceptance of the bond);
- Partial Bond Release Fee: \$100.00 per request;
- Reinspection Fee: A reinspection request and \$100.00 per request is required.

If you have any questions regarding Bonding, please contact the Bond Coordinator:
Shirley Rood (801) 468-2434
srood@slco.org



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

Updated: February 23, 2006