



GENERAL PLAN AMENDMENT

Zone change requests which are not consistent with the General Plan of Santa Clara must submit this application to the Planning Department.

A TRC meeting (each Thursday morning at 8:30 AM) is required prior to the application submittal; please call (435) 656-4690 Ext. 215 to make an appointment.

General Plan Amendment applications will be considered on a quarterly basis by the city as per Chapter 17.18.100 of city code.

Fee: \$750.00 + acreage fees.

APPLICATION SUBMITTAL CHECKLIST

The Planning Division will only accept complete applications with supporting documents as outlined below. Submitting an application doesn't guarantee that this application will be placed on the next Planning Commission agenda.

The following is required as part of the application form submittal:

1. **Submit one (1) original copy of a completed application** for staff and Technical Review Committee (TRC) review. **Additional copies will need to be submitted**, which have incorporated staff recommended changes, for Planning Commission review.
2. **Exact legal description prepared** and stamped by a licensed surveyor and a survey map of the property ownership plat. If there are multiple property owners, all must submit one legal description. If there are multiple properties, all must be combined into one legal description, unless these properties are not contiguous, in which case a separate application and legal description must be submitted for each property. For requests for multiple General Plan amendments, a separate application and legal description must be submitted for each amendment required.
3. **Additional sheets, if necessary**, with multiple owners' and/or applicants' information.
4. **Copy of deed restrictions**, if necessary.
5. **Fees of \$750.00, plus an acreage fee** as follows:
 - less than one acre: no charge.
 - 1 – 100 acres: \$50 per acre
 - 101 – 500 acres: \$25 per acre
 - >500 acres: \$10 per acre
6. **Some zoning classifications require additional items to be submitted** along with this application for a General Plan amendment. Please **refer to the table on the next sheet** for additional items potentially required by the amendment being requested.
7. **Development agreement**, unless not required by staff.

ADDITIONAL ITEMS TO BE SUBMITTED

Classification	Additional Items
Open Space Zone (OS)	None
Residential Agriculture Zone (RA)	None
Single-Family Residential Zone (R-1)	None
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	None

APPROVAL CRITERIA AND PROCESS

With regards to General Plan Amendments, the Planning Commission is the Land Use Authority to hear and act on applications to amend the General Plan, as stated in Santa Clara City Ordinances (**17.12.090**).

Criteria for Utah Municipal General Plans can be found in **Utah Code, Title 10, Chapter 9a, Part 4 (10-9a-4)**

The process for a General Plan Amendment is as follows:

1. General Plan Amendment approval will be subject to **deliberation and recommendations** by the TRC and Planning Commission.
2. A **public hearing** will take place with the Planning Commission.
3. **After a public hearing, the Planning Commission may modify** the proposed amendment based on feedback and input.
4. The Planning Commission will then **make a recommendation** to City Council.
5. The **City Council may make further revisions** to the amendment that it considers appropriate or necessary.
6. The City Council may then **adopt or reject** the amendment.
7. If the amendment is **rejected, City Council may provide suggestions** to the Planning Commission for its reconsideration.
8. If the amendment is **approved**, City Council may adopt (as part of the amendment) **a land use element, a transportation and traffic circulation element, and, if applicable, an adjustment to the city’s plan to meet estimated needs for moderate income housing.**

This is an abridged version of the process required in Utah Code for General Plan and General Plan Amendment adoption (**10-9a-404**). See Utah Code online at <https://le.utah.gov/xcode/code.html>.

FOR YOUR INFORMATION

This application can be filled out online at: <https://sccity.org/building-planning-zoning/>. Links to the Santa Clara City Zoning Ordinances and other helpful information can also be found at this web link.

GENERAL PLAN AMENDMENT APPLICATION

Date Submitted/Completed: _____ Fees (Office Use): _____ Receipt Number (Office Use): _____

PROPERTY OWNER CONTACT INFORMATION*

Name(s): _____

Phone: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

*If applicable, please attach an additional sheet containing the information requested above for each additional property owner.

AUTHORIZED REPRESENTATIVE CONTACT INFORMATION (IF APPLICABLE) *

Name(s): _____

Phone: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

*If applicable, please attach an additional sheet containing the information requested above for each additional representative.

PROPERTY INFORMATION*

Full Address: _____

Parcel ID: SC-_____

*Additional information requested on next page

ADDITIONAL INFORMATION*

What is the present zoning on the property? _____

What is the current General Plan designation of the property/area? _____

What is your proposed General Plan designation of the property/area? _____

What is the purpose of amending the General Plan? (Please describe the proposal.): _____

How will the proposed project affect adjoining properties? _____

Total acreage of the proposed General Plan change? _____

Does the property contain any floodplains, wetlands, and/or any slopes at or above 20%? _____

If so, please describe: _____

Will any major planned roads be affected by this proposed change? _____

If so, please list: _____

*Attach more sheets if necessary.

PROPERTY OWNER AFFIDAVIT

I (We), _____,
depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements
herein contained, the information provided in the attached documents, and other exhibits are in all respect true and correct
to the best of my (our) knowledge.

Property Owner

Property Owner

Subscribed and sworn to me this ____ day of _____, 20 ____.

Notary

AUTHORIZED REPRESENTATIVE AFFIDAVIT

I (We), _____,
the owner(s) of the property described in the attached application, do authorize as my (our) representative(s),
_____,
to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or
legislative body regarding the attached application and the act in all respects as my (our) agent in matters pertaining to the
attached application.

Property Owner

Property Owner

Dated this ____ day of _____, 20____, personally appeared before me, _____,
the signer(s) of the Authorized Representative Affidavit who duly acknowledged to me that the executed the same.

Notary