MURRAY CITY CORPORATION
COMMUNITY & ECONOMIC DEVELOPMENT

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Applying for a Zoning Amendment

Zoning is a legal method that communities use to guide the physical development of land and regulate the types of uses that may be allowed on each parcel of property within the city. Zoning laws typically specify the areas in which residential, industrial, commercial, or recreational activities may be permitted. For example, a residential zone might allow only single-family detached homes as opposed to duplexes or apartment buildings. A commercial zone might permit only certain types of commercial land uses.

The land use ordinance (formerly zoning ordinance) generally consists of two parts: a zoning map and text. The zoning map illustrates how the city is divided into different zoning districts. Zoning districts common to most community ordinances include residential, commercial, industrial, and agricultural. The zoning map shows precise boundaries for each zone. Therefore, most zoning maps generally use street or property lines as zoning boundary lines.

The land use ordinance text serves two important functions. First, it explains the zoning rules that apply in each zoning district. These rules typically establish a list of land uses permitted in each district plus a series of standards governing lot size, building height, and required yard setback provisions. Second, the text sets forth a series of procedures for administering and applying the land use ordinance. The text is divided into "chapters" and "sections" for ease of reference.

Overview:

A resident, property owner, or business in Murray City or any other interested party may request an amendment to the Murray City land use ordinance. The information in this form describes the process and requirements for requesting a change to the City's land use ordinance. Generally, there are two types of land use ordinance amendment applications.

1. A land use ordinance text amendment is a change to the actual language of the land use ordinance found in Title 17 of the Murray City Code. An example of a text amendment may be a modification to the requirements or restrictions of commercial or residential land uses in the City. The text amendment must be clear in it's intent and easily understood. Text amendment should be formatted and presented as an "insertion" in the existing land use ordinance.
2. A zoning map amendment is a change to a zoning boundary or type of zoning district listed on the Murray City zoning map. By changing the assigned zoning district, the land uses allowed within the zone also change.

Amendments to Conform to the General Plan:
Murray City requires zoning ordinance amendments to conform to the intent of the General Plan. The General Plan is the City's official document that establishes goals and policies for the physical development of the city. **If not, see application for Applying for a General Plan Amendment.**

Submittal Deadline:
Application for a zoning amendment must be submitted to the Murray City Community & Economic Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

Meeting Dates:

Who?	Planning & Zoning Commission
When?	1st & 3rd Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

Application Fee (non-refundable):

- ☐ Zoning text amendment: $500.00
- ☐ Zoning map amendment: $500.00

Application Process:

Step 1. Contact the Planning Department. Meet informally with a member of the planning department staff to discuss your proposal and review the issues, procedures and fees associated with the application. Verify that the proposed zoning amendment is consistent with the City General Plan.

Step 2. Submit Application: For all land use ordinance amendment applications please submit the following information:

- ☐ Completed Zoning Amendment application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).

- ☐ Payment of application fee.
- ☐ Three (3) copies of a legible preliminary site plan proposal (if applicable). The site plan should include the following information:
  - ☐ Accurate dimensions of the subject property, drawn to scale (i.e. 1"=20', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, etc.
  - ☐ Location of existing property features such as streets, canals, ditches, creeks, rivers, hillsides, wetlands, flood plain, etc.
- ☐ Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.

Zoning Text Amendments applications - additional information required:

- ☐ Copy of proposed zoning ordinance text amended. Applicant must provide actual language of text amendment request. Proposed zoning text amendments should be understandable and not in conflict with either the General Plan or other parts of City Code.

Zoning Map Amendment applications - additional information required:

- ☐ A complete legal description (abbreviated description will not be accepted) of the subject property (if more that one parcel is involved provide a legal description of the perimeter of all parcels and not individual parcel descriptions). Legal descriptions can be obtained from the property deed or the Salt Lake County Recorder's Office.
- ☐ Parcel or survey map graphically illustrating property to be rezoned.

Step 3. Attend the Planning Review Meeting. The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

Step 4. Attend Planning Commission Meeting. The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to

present the proposal in detail and answer questions from the Planning Commission members and other interested parties. Following the public hearing, the Planning Commission will make a recommendation to the City Council regarding the application. An application may be "tabled" or "continued" if the Planning Commission needs additional information or time to consider the application. Following the Planning Commission motion to recommend approval or denial of the request, the application will be forwarded to the City Council for a public hearing at a later date.

Step 5. Attend City Council Meeting. Once again, you should be prepared to attend and present your proposal and answer any questions during the public hearing held before the City Council. Following the public hearing, the Council will make a motion and vote on the application (unless the application is continued for further consideration). The decision of the City Council, acting as the City's legislative body, shall be final.

ZONING AMENDMENT APPLICATION

Type of Application (check all that apply):
☐ **Zoning Map Amendment**
☐ **Text Amendment**
☐ **Complies with General Plan**
☐ **Yes** ☐ **No**

Subject Property Address:_____

Parcel Identification (Sidwell) Number:_____

Parcel Area:_____ Current Use:_____

Existing Zone:_____ Proposed Zone:_____

Applicant Name:_____

Mailing Address:_____

City, State, ZIP:_____

Daytime Phone #:_____ Fax #:_____

Business Name (If applicable):_____

Property Owner's Name (If different):_____

Property Owner's Mailing Address:_____

City, State, Zip:_____

Daytime Phone #:_____Fax #:_____

Describe your reasons for a zone change (use additional page if necessary):

_____

_____

_____

Authorized Signature:_____ Date:_____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

_____ _____

Owner's Signature Owner's Signature (co-owner if any)

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

_____

Notary Public
Residing in _____
My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at

_____, in Murray City, Utah, do hereby appoint

_____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

_____ to appear on my (our) behalf before any City board or commission considering this application.

_____ _____

Owner's Signature Owner's Signature (co-owner if any)

On the _____day of _____, 20 _____, personally appeared before me

_____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

_____

Notary Public
Residing in _____
My commission expires: _____