



## Application for a General Plan Amendment

“The general plan, when adopted by the local government, becomes the official statement for the community that establishes and articulates the policies for future physical development. The general plan describes the city’s general goals for the future and normally carries the goals through a well-researched analysis of the community to recommendations for goal implementation. The general plan is a ‘compass’ or ‘blueprint’ and indicates the vision that the community has chosen for its future, and the course it must follow in order to achieve the vision.” Planning & Zoning Administration in Utah, 3rd Edition, published by the Center for Public Policy, University of Utah.

### Overview:

A general plan amendment may be requested when any interested party (i.e. resident, property owner, business owner, etc.) believes it is important to amend the vision or goals of the general plan. In principle, a successful general plan should be amendable, however, amendments must be based on citizen participation, thorough and accurate research, and analysis of research data.

A general plan amendment is often a precursor to a desired land use ordinance amendment or development request. As stated above, the general plan is the “vision” or guiding document for city policy. In order to preserve the effectiveness of the general plan, zoning amendments must be consistent with expressed goals found within the general plan document. For more information regarding zoning amendments, see Applying for a Zoning Amendment form.

The Planning Commission is given the authority to prepare and recommend the general plan and all plan amendments to the City Council for consideration. The City Council, after receiving a recommendation from the Planning Commission, shall make the final decision on all general plan amendment requests.

### Application Submittal:

Application for a general plan amendment may be submitted to the Murray City Community & Economic Development Department, located at 10 East 4800 South Suite 260. Planning staff will review the application and obtain payment after the application has been deemed complete. Planning staff has up to fifteen (15) business days to determine if the application is complete. Applicants will be notified in writing of an incomplete application with information required to correct any deficiencies. This may delay processing of the application and subsequent scheduling of public hearings.

### Application Fee (non-refundable):

- General plan text amendment: \$500.00
- General plan map amendment: \$500.00

### Application Process:

**Step 1. Contact the Planning Division:** Meet informally with a member of the planning staff to discuss your proposal and review the issues, procedures and fees associated with the application. This allows the potential applicant to verify that the proposed general plan amendment is eligible for consideration by the City.

**Step 2. Submit Application:** For all general plan amendment applications please submit the following information:

- ☐ Completed General Plan Amendment application form.
- ☐ Property Owners Affidavit (i.e. a written statement made before a notary).

- ☐ If the property owner is to be represented by an agent during meetings with the City, please complete and submit the Agent Authorization form.
- ☐ Payment of application fee.
- ☐ Additional Information:
  - ☐ For General Plan Text Amendments: Copy of proposed general plan text amendment. Applicant must provide actual language of text amendment request. Proposed general plan text amendments should be understandable and drafted as a part of the existing general plan.
  - ☐ For General Plan Map Amendment: A complete legal description of the subject property(s). If more than one parcel is involved, there is the option to provide a legal description of the perimeter of all parcels. Legal descriptions can be obtained from the property deed or the Salt Lake County Recorder's Office and;
  - ☐ Parcel or survey map graphically illustrating property to be amended.

**Step 3. Murray City Department Review:** The application is routed to various departments and divisions within Murray City who provide insight or information to the Planning Commission to help make an informed decision. If there are unique circumstances that require additional information, a meeting may be requested by the City to be held in person on Tuesday's at 9 am. The applicant will be notified ahead of time if attendance is required.

**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. The agenda will give the date, time, and location of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If the applicant or the representative is not present, the Planning Commission may move on to the next agenda item. It is the applicant's responsibility to reschedule another hearing date. 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, the applicant should be prepared to attend and present the 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.

#### **Appeal of City Council Decision:**

Any person directly aggrieved by any decision of the City Council may have and maintain a plenary action for relief therefrom in any court of competent jurisdiction; provided, petition for such relief is presented to the court within ten (10) calendar days after the date of the decision.

# GENERAL PLAN AMENDMENT APPLICATION

Type of Application(check one):      Text Amendment: \_\_\_\_\_      Map Amendment: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Property Owner's Information (If different)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Application Information

For Map Amendments:

Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area(acres): \_\_\_\_\_ Land Use Designation: \_\_\_\_\_ Proposed: \_\_\_\_\_

For Text Amendments:

Describe the request in detail (use additional pages, or attach narrative if necessary):

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Project Number: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

### 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)

State of Utah

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County of Salt Lake

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)

State of Utah

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County of Salt Lake

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: \_\_\_\_\_