



Application 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 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. Land use ordinance text amendment: This application is for 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 its intent and easily understood. Text amendment should be formatted and presented as an “insertion” in the existing land use ordinance.
2. Zoning map amendment: This application is for 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 the proposed amendment does not conform, an application for a General Plan Amendment will need to accompany the Zoning Amendment Application.

Application Submittal:

Applications for a zoning 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):

- Zoning text amendment: \$500.00
- Zoning 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 zoning amendment is consistent with the City's General Plan.

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

- ☐ Completed Zoning 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 Zoning Text Amendments: Copy of the proposed zoning ordinance text to be 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.
 - ☐ For Zoning Map Amendment: A complete legal description (**abbreviated descriptions will not be accepted**) 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, 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.

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.

ZONING 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): _____ Existing Zone: _____ Proposed: _____

Request Complies with General Plan: Yes: _____ No: _____

For Text Amendments:

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

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: _____