



Applying for a Flag Lot (Deep Lot) Subdivision

Under certain conditions, Murray City may allow residential development on underutilized land that is isolated from a public street, but may be made accessible by a private right-of-way or easement. Flag shaped lots may be allowed in single-family residential zoning if the planning commission determines that physical or geographical impediments or property configuration hamper the effective and efficient use of property. This type of property is commonly referred to as a “flag lot” or “deep lot”.

Overview:

The Murray City Planning Commission is required to review and consider in a public meeting all flag lot subdivision proposals. Concerns that are often expressed by neighboring residents and property owners are:

- Potential negative impacts on privacy,
- Proposed scale or height of home in relation to neighboring properties,
- Visual impact on established view corridors;
- Architectural quality of proposed home;
- Traffic impact on neighborhood;
- Site engineering including access, grading, storm drainage, location of utilities and easements;
- Access requirements for emergency response services (police and fire);
- Potential negative impacts on neighboring property values;
- Location of trash containers on the public street on pick up days.

Flag Lot Development Requirements:

The following is a summary of the Flag Lot requirements:

- Only one flag lot may be created from an existing property;
- Must be used exclusively for a single-family residential dwelling;
- Must comply with all zoning district lot standards such as area, setbacks, lot width, etc.;
- The minimum lot area of the rear lot must be at least 125% larger than the minimum lot area required for the zoning district in which the lot is located excluding the area of the access strip;
- You must be able to provide access to the rear lot. The private street or right-of-way serving the property must be at least:
 - 28' wide, with four feet of landscaping on each side of the 20' wide drive for one dwelling unit, or
 - 38' wide, with four feet of landscaping on each side of the 30' wide drive for two adjoining flag lots;
- The address of the flag lot dwelling shall be clearly visible from the public street or posted at the public street.
- Provide a vicinity map drawn to scale which adequately depicts surrounding development, streets and property, north arrow and subdivision name.

- Plat. Indicate scale of plat (i.e. 1"=20', 1"=30' etc.); north arrow; subdivision name, street layout indicating widths and names; boundary lines with bearings and distances; layout and dimensions of proposed lots with lot areas in square feet; the location, dimensions and labeling of other spaces including open space, parks, or public spaces; the location of man-made features including bridges, tracks, and buildings, etc.; and topography at two-foot intervals;
 - Grading and Drainage Plan. Indicate scale showing the road and lot layout; topography at two-foot contour intervals; north arrow; subdivision name; areas of substantial earth moving with erosion control plan; location of existing water courses, canals, ditches, springs, culverts, and storm drains; location of any 100-year flood plain designated by FEMA; show water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities; existing wetlands;
 - Utility Plan. Indicate scale showing the road and lot layout; north arrow; subdivision name; show all existing and proposed utilities including sewer, water, fire hydrants, storm drains; subsurface drains, gas lines, power lines (existing only); street lights, location and dimensions of all utility easements;
 - Other Documents. A traffic study if required; hydraulic and hydrologic storm drainage calculations if required by the city engineer.
- Take Note.** If there is an existing building on the property that is proposed to be demolished or remodeled, and the building is over 50 years old, it may require review by the Historic Preservation Board. Please contact Lori Edmunds at (801) 264-2620 for additional information.

Submittal Deadline:

Application for a subdivision must be submitted to the Murray City Community Development Division, 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 meetings.

Meeting Dates:

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

Application Fee (non-refundable):

- Flag lot fee: \$300.00

Application Process and Requirements:

Step 1. Initial Contact. Meet with a Murray City staff planner to discuss the subdivision proposal. Staff will provide information describing the legal requirements of the City (i.e. lot size, access, etc.) necessary to subdivide property.

Step 2. Contact Salt Lake County Recorder's Office. Contact the Salt Lake County Recorder's Office to ensure recordability of a proposed subdivision name. The recorder's office will not accept a proposed subdivision with a name identical to a previously recorded subdivision.

Step 3. Submit Application: For all flag lot applications please submit the following information:

- Completed subdivision 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.
- Information required for a subdivision as found on Applying for a Subdivision form.

Step 4. 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 5. Attend Planning Commission Meeting. The Planning Commission will conduct a public meeting on the subdivision application. At the public meeting, the applicant, the applicant agent, and all other members of the public who desire to ask questions, state concerns, or provide oral testimony either for or against the application are invited to do so. All comments are recorded and considered by the Planning Commission. The Planning Commission will review the submitted information and determine compliance with the standards and criteria of the City. Following the public meeting, the Planning Commission may:

- Approve application as presented. If the preliminary subdivision plan is approved, the applicant may continue to the next step in the process. During final review the applicant will be required to demonstrate compliance with all applicable ordinances and subdivision development standards.
- Approve application with modification/conditions. If the preliminary plan is approved with modifications/conditions, the applicant must develop plans to comply with all specified modifications/conditions of approval. The applicant may then proceed to the next step in the process. During final review the applicant will be required to demonstrate compliance with all applicable ordinances and subdivision development standards, and all other modifications/conditions of the Planning Commission.
- Continue or "table" application. If the application is continued for further study and research or to receive additional information, the application will be on hold until such time as the study is completed. The application will be rescheduled for Planning Commission consideration once the application is ready for review.
- Deny application based on "findings of fact". If the application is denied, the applicant or any other interested party may appeal the decision of the Planning Commission to the Hearing Officer within 30 days of the decision.

Appeal of Planning Commission Decision:

Anyone aggrieved with a decision of the Planning Commission may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, an effected resident, or even the City itself. Appeals must be in writing and received by the Community Development Division within thirty (30) days of the Commission's decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

FLAG LOT SUBDIVISION APPLICATION Project # _____

Subject Property Address: _____

Parcel Identification (Sidwell) Number: _____

Parcel Area: _____ Current Use: _____

Floor Area: _____ Zoning Classification: _____

Applicant
Name: _____

Mailing Address: _____

City, State, ZIP: _____

Daytime Phone #: _____ Fax #: _____

Email address _____

Business Name or Subdivision Name _____

Property Owner's Name (If different): _____

Property Owner's Mailing Address: _____

City, State, Zip: _____

Daytime Phone #: _____ Fax #: _____

Email Address: _____

Describe your request in detail (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)

State of Utah

County of Salt Lake

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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

County of Salt Lake

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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: _____