



## Zoning Map Amendment Submission Requirements

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**3 Pages**

All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City Staff is required to discuss procedures for approval, applicable state and local requirements, objectives and polices of the Sandy Comprehensive Plan, and the availability of services.

**A. One (1) copy of:**

1. Land Use Application Form;
2. Supplemental Land Use Application Form No. 1; and,
3. 8 1/2" X 11" reduction of site plan.

**B. Two (2) copies of:** *(additional copies may be requested once the application is deemed complete)*

1. Site Plan showing the applicant's entire property and the surrounding area to a distance sufficient to determine the relationship between the applicant's property and proposed development, and adjacent property and its developed areas;
2. Narrative specifying the nature of the request and how it relates to the Comprehensive Plan goals and policies, the Development Code requirements, and the Zoning Map change criteria in Section 17.26.40; and
3. Other documents required by the Development Services Director (traffic study, etc.).

**C. List of affected property owners**

Within 500 feet of the boundaries of the subject site and two (2) sets of mailing labels for property owners within 500 feet of the site, excluding rights-of-way.

**D. Digital copy in PDF and/or Word format**

Please submit a digital copy of your narrative and of all plans.

**E. Filing Fee per the Fees and Charges Resolution**



## **GUIDELINES**

### **A. The First Step in Amending the Zoning Map**

Submit an application using a form provided by the Development Services Department for a Pre-Application Conference along with the filing fee for this application.

### **B. The Second Step**

Is to submit a completed Land Use Application form and a Supplemental Land Use Application Form No. 1 with the appropriate filing fee per the Fees and Charges Resolution.

### **C. The Development Services Department will Review your Application**

Using the procedures and time lines contained in Section 17.12, 17.18, 17.20 and 17.22 of the Sandy Municipal Code. You will be notified in writing if your application has been deemed complete. If incomplete, you will be advised what additional information is necessary to consider your application complete.

### **D. A Quasi-Judicial Amendment of the Zoning Map**

From the time your application is accepted as complete may take up to 120 days.

### **E. Comprehensive Plan Map Change Concurrent with an Annexation**

You may also request a Comprehensive Plan Map change concurrent with the annexation. A Comprehensive Plan Map amendment will require additional time to process and is not subject to the 120- day review period.

### **F. Zoning Map Amendments are Intended to:**

1. Maintain sound, stable, and desirable development within the City;
2. Permit changes in zoning district boundaries where appropriate;
3. Ensure zoning changes are consistent with the community's land use policies and goals; and
4. Lessen the influence of private economic interests in the land use decision-making process.

### **G. Quasi-Judicial Zoning District Changes Shall be Reviewed to:**

1. Determine the effects on City facilities and services;
2. To assure consistency with the purposes of the applicable Development Code chapters;
3. To assure consistency with the policies of the Comprehensive Plan; and
4. To assure consistency with any other applicable policies and standards adopted by the City Council.

### **H. Application Requirements:**

An application for a quasi-judicial zoning district change shall be made on forms provided by the City. If the land has more than one owner the application must be submitted jointly by all of the owners or authorized agents.

*For detailed submission requirements, please review the application form and applicable sections of the Sandy Development Code.*



**GUIDELINES CONT.**

**I. Planning Commission**

The Planning Commission will review the proposed Comprehensive Plan Map amendment and submit a recommendation, for approval or denial, to the City Council.

**J. City Council**

The City Council will hold a public hearing to consider the Planning Commission recommendation and the proposed Zoning Map amendment. The City Council may approve or deny the Zoning Map amendment request and will adopt a Final Order setting forth findings of fact supporting the decision.

**K. If Approved, the Council will**

The City Council will hold a public hearing to consider the Planning Commission recommendation and the proposed Comprehensive Plan Map amendment. The City Council may approve or deny the Comprehensive Plan Map amendment request and will adopt a Final Order setting forth findings of fact supporting the decision.

**L. If approved, the Council will**

1. Adopt (1st reading) an Ordinance amending the Zoning Map;
2. Hold a second public hearing (2nd reading) on the Ordinance; and
3. Direct staff to change City maps to reflect map changes and notify all public agencies.