

FOR YOUR INFORMATION

GENERAL PLAN AMENDMENTS

The Taylorsville General Plan is a vision document adopted by the Taylorsville City Council that articulates policies and objectives for future physical development within the City. The General Plan describes the city's general goals for the future and indicates the course it must follow in order to achieve them. A general plan is a long term legal document and amendments to the plan should not be taken lightly. The City recognizes, however, that conditions can change and that periodically it may be appropriate to review and amend the plan.

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 zoning 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 *Taylorsville Information Form P-9 Applying for a Zoning Amendment*.

The Planning Commission has the power and duty 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.

Public Hearing Notice Requirements

As specified in State and City Code, the Taylorsville Planning Commission shall conduct a public hearing on the proposed amendment upon providing reasonable notice to the public and other affected entities. Public notice for a general plan amendment application must be at least ten days prior to the public hearing. Public notice requirements are satisfied by:

- Publishing a notice of the hearing in at least one issue of a newspaper of general circulation in the city; and
- Posting the notice in three public places within the city or on the City's website; and
- Posting the notice on the Utah Public Notice Website; and
- Direct mailing to all affected entities including all property owners with 300 feet for General Plan Map amendments.

City staff members will publish or mail all required public notices.

Submittal Deadline

Application for a general plan amendment must be submitted to the Taylorsville Community Development Department at least 21 days prior to the intended date of public hearing before the Planning Commission (see table below for meeting dates). Incomplete applications may delay processing of the application and subsequent scheduling of public hearing(s).

Meeting Dates

Who?	Planning Commission	City Council
When?	7:00 p.m. on the 2nd Tuesday of each month*	6:30 p.m. on the 1st and 3rd Wednesday of each month*
Where?	City Council Chambers, 2600 West Taylorsville Boulevard, Taylorsville, Utah 84129	
* Due to scheduling conflicts (i.e. holidays) a regularly scheduled Planning Commission or City Council meeting may be altered or cancelled altogether. For exact meeting dates, times, and assignments, please contact the Taylorsville Community Development Department.		

Application Fees

General plan text amendment:	\$300.00
General plan map amendment:	\$300.00 plus \$50.00 per acre

Application Process

Step 1. Contact Planning Department. Meet informally with a member of the Planning Department to discuss your proposal and review the issues, processes and fees associated with the application. Verify that the proposed general plan amendment is legally eligible for consideration by the City.

Step 2. Pre-Application Conference. If the proposed general plan amendment is a precursor to a development proposal, please schedule a pre-application conference with the City's Development Review Committee. For more information please see *Taylorsville Information Form P-4 Applying for Pre-Application Conference*.

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Step 3. Submit Application. For all general plan amendment applications please submit the following information:

- Completed General Plan Amendment application form (select Text Amendment or Map Amendment).
- Property Owner's Affidavit (i.e. a written statement regarding property ownership made before a notary). For your convenience, an affidavit form has been provided on the back of the General Plan Amendment application.
- 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 back of the General Plan Amendment application).
- Application fee.
- For General Plan amendments associated with a development project, please submit any applicable site plans, building elevations, renderings, etc. in electronic form (PDF).

Site Plans. Site plans should include the following information:

- Accurate dimensions of subject property, drawn to scale (i.e. scale is 1"=20', 1"=30', etc.), with north arrow and date of drawing.
- Property lines, adjoining streets, right-of-ways, waterways, easements, etc. with dimensions.
- Location and dimension of existing and proposed buildings, loading facilities, entries and exits, driveways, parking areas, landscape areas, sidewalks, signage, etc.
- Locations of decks, porches, or other building elements that extend past foundation of building.
- Location of existing property features such as streets, canals, hillsides, etc.
- Location and height of any overhead power or transmission lines, communication lines and all other utility easements that affect subject property.
- Calculations for required and proposed parking.
- Show landscaped areas and calculate percentage of site landscaping; show comparison with amount required by applicable zoning ordinance(s).
- Please show proposed location, height, and type of materials to be used for all fences and walls.
- Notes of explanation shall include total square footage of all structures by use.

Building Elevations. Building elevations should include the following information:

- Proposed architectural designs including colors and materials.
- Building dimensions including heights and widths.
- Proposed signage.

For **General Plan Text Amendment** applications, submit the following additional information:

- 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** applications, submit the following additional information:

- Postage for the public notice mailing to all land owners within 300 feet of the subject property. A member of the Taylorsville Planning Division will determine the number stamps necessary based on current Salt Lake County property ownership records.
- Legal description of subject property (which may be obtained from property deed or Salt Lake County Recorder's Office).

Step 4. Attend Planning Commission Meeting. You will be notified by staff of your assigned public meeting date, at which you should be prepared to present your proposal in detail and answer questions. Following the public hearing of the amendment request, the Planning Commission will make a recommendation to the City Council regarding the application. An application may be "tabled" or "continued" if additional information or research is required by the Commission, following which the application will be rescheduled at a future Planning Commission meeting for recommendation to the City Council. Following a Planning Commission motion recommending to approve or deny the amendment request, the application is scheduled for a public hearing before the City Council (pending compliance with public hearing notice requirements – for more information see other side of form).

Step 5. Attend City Council Meeting. Once again, you should be prepared to 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 research). The decision of the City Council, acting as the City's legislative body, shall be final. A letter, prepared by a member of the Community Development Department, will be mailed to you stating the final decision of the City.

Disapproval of a General Plan Amendment Application

Disapproval of an application to amend the general plan shall preclude the filing of another application to amend the general plan in the same or similar manner for a period of one year of the date of the final disapproval of the application unless the City Council finds that there has been a substantial change in the circumstances since the disapproval of the application.