



## Plan Submission Requirements - Variance Request -

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:**

<https://www.wasatchcounty.gov/development-process-forms-applications>

The Wasatch County Land Use and Development Code can be accessed online at

[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title\\_16](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16) -

[LAND USE AND DEVELOPMENT CODE](#)

### THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL

Required Checklist Item	File Name
<p>Written statement outlining the intent and request to the Board of Adjustment members, including a statement of how each of the following items has been satisfied:</p> <ul style="list-style-type: none"> <li>○ Confirmation the applicant has read and understands <a href="#">Wasatch County Code 16.02.08</a> regarding variances</li> <li>○ Literal enforcement of the Land Use ordinance would cause unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Land Use ordinance</li> <li>○ There are special circumstances attached to the property that do not generally apply to other properties in the same district</li> <li>○ Granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same district</li> <li>○ The variance will not substantially affect the General Plan and will not be contrary to the public interest</li> </ul> <p>The spirit of the Land Use ordinance is observed and substantial justice done</p>	01 - Request Letter
<p>Site Plan showing location and dimensions of property lines, distances between existing and proposed structures and property lines, location of existing and proposed topographic features, parking spaces, driveways, etc.</p>	02 - Site Plan
<p>Elevation drawings of existing and proposed construction</p>	03 - Elevations
<p>An accurate list of names and addresses of all property owners of current record within 500 feet of the property, including your own.<sup>7</sup></p>	04 - Addresses
<p>Copy of letter of intent to each of the neighboring property owners within 500 feet, submit the letters with:</p> <ul style="list-style-type: none"> <li>○ A non-sealed</li> <li>○ Self-adhesive/sealable</li> <li>○ Stamped envelopes</li> <li>○ Addressed to each property owner of current record on the above mentioned list</li> <li>○ With return address left blank</li> <li>○ And pay a \$0.50 per letter charge. The Planning Office will then mail the letters for you.</li> </ul>	**Must be turned in to Planning Department**

Supplemental Checklist Item (may be required)	File Name
Resubmittals Only: Once a DRC review has been completed, resubmittals must include a detailed written response to each comment provided in the previous review. The written response will need to clearly identify how the resubmittal is addressing the item and identify where changes to the drawings or reports were made.	00 – REVIEW RESPONSE
Any additional supporting documents that provide necessary information to demonstrate compliance with applicable codes. This should be used only when the information typical to the required checklist items does not accommodate the type of information being supplied.	OTHER – [Insert Custom Name Here]

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a [Property Owner Authorization Form](#) is required to be submitted.
4. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
5. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
6. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by [clicking this link](#). **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**
7. Instructions on how to retrieve the address of each property owner of current record within 500 feet of the property, can be found by [clicking this link](#).

**AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT “SUBMIT FOR REVIEW” TO SEND THE FILES TO THE COUNTY. DO NOT HIT “SUBMIT FOR REVIEW” UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.**