

# BOARD OF ADJUSTMENT APPLICATION CHECKLIST

14175 S Redwood Rd Bluffdale UT 84065  
801.254.2200 www.bluffdale.com

**BLUFFDALE**  
EST. 1848

Please review Section 11-3-5 of the Bluffdale City Code available at [www.bluffdale.com](http://www.bluffdale.com) before completing this application. Below is a list of information that is required to be submitted with the application. If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted. Once the application has been reviewed by Bluffdale City staff, the applicant will be informed of the next available meeting date when the item can be addressed by the Board of Adjustment.

**Fees: \$350**

**First-class postage for all properties within 1000 ft. of the subject property**

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form**
- Variance Requirements:**
  - Site Plan** indicating the manner in which the variance will be applied and its effect on adjacent properties. Site plans must show the following:
    - Site Address
    - Property boundaries and dimensions
    - Layout of existing and proposed buildings and parking areas
  - Completed Variance Questionnaire**
- Appeal Requirements:** Provide appropriate information about the decision or determination by the City or a City official being appealed.
- Noticing:**
  - Mailing labels for all properties within 1000 ft. of the subject property. Labels can be obtained from the Salt Lake County Recorder's Office (2001 S State St, Salt Lake City)
  - First-class postage and envelopes for each property within 1000 ft. You may provide these or pay for postage at the current rate and purchase envelopes for \$0.25 each from Bluffdale City.

Other information may be submitted or required, which may aid the Board of Adjustment in making an informed decision.

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**PLEASE NOTE:** This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information. Incomplete applications will not be accepted.

**The following must be submitted with this application:**

- All information indicated in the attached checklist.
- Application Fee: **\$ 350**  
First-class postage for all properties within 1000 ft. of the subject property

Date of Application:			Type of Request: <input type="checkbox"/> <b>Variance</b> <input type="checkbox"/> <b>Appeal of Decision</b>		
Subject Property Address:					
Parcel #:		Acreage:		Zone:	
Description of Request: (Use additional sheets if needed. Applicants requesting a variance will also need to fill out the attached form.)					
<b>Applicant(s):</b>			<b>Contact Person:</b>		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone Number:			Phone Number:		
Email:			Email:		
<b>Property Owner(s):</b>					
Address:			City:	State:	Zip:
Phone Number:			Email:		

<b>FOR OFFICE USE ONLY</b>					
Application fee:		<b>\$350</b>		Received date:	Received by:
Noticing:	# of notices _____			Amount received:	Receipt #:
	Postage _____			File #:	
Envelopes _____					
<b>TOTAL:</b>			Assigned to:		

**AFFIDAVIT  
PROPERTY OWNER**

STATE OF UTAH                    )  
  ) ss  
COUNTY OF SALT LAKE        )

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

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**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_ (Property Owner)

\_\_\_\_\_ (Property Owner)

Dated this \_\_\_\_\_ 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)  
Residing in Salt Lake County, Utah

# VARIANCE REQUEST INFORMATION

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**PLEASE NOTE:** This questionnaire must be submitted with a complete application to the Board of Adjustment and payment of all required fees. Please provide the following information. You may use additional sheets if necessary.

1. Describe your proposed construction and specifically how it would not meet the requirements of the zoning ordinance.

2. Explain how the literal enforcement of the zoning ordinance causes an unreasonable hardship that is not necessary in carrying out the general purpose of the zoning ordinance.

3. Explain what special circumstances exist on the property, which do not apply to other properties in the same zoning district. (The Board of Adjustment must identify a property-related hardship before granting a variance. Such special circumstances may not be self-imposed or economic.)

4. Explain how the variance will be essential to the enjoyment of a substantial property right possessed by other properties in the same zoning district.

5. Explain how the variance would uphold the general plan and not negatively affect the public interest.

6. Explain how this variance will observe the spirit of the zoning ordinance and the general plan.