



APPLICATION FOR ROUTINE AND UNCONTESTED MATTER
(Section 25.080 Lehi City Development Code)

For Office Use Only
File #: _____ Application Date: _____ Receipt #: _____ Planner: _____
Fee: \$0

Applicant's Name: _____

Authorized Agent (if applicable): _____

Phone # (____) _____ Fax # (____) _____ Email _____

Address of Proposed Adjustment: _____

Name of Subdivision (if applicable): _____

Lot Number Being Affected (if applicable): _____

DESIGNATION OF ROUTINE AND UNCONTESTED MATTERS

Pursuant to the Municipal Land Use Management and Development Act, Utah Code, the City allows Routine and Uncontested Matters, as designated by the Board of Adjustment, to be determined administratively by the Zoning Administrator. The following items have been designated by the Board of Adjustment as Routine and Uncontested Matters:

1. Variances to front or rear yard setbacks when the amount of the variance from the required setback is twenty-four (24) inches or less.
2. Variances to side yard setbacks when the amount of the variance from the required setback is eighteen (18) inches or less.

GUIDELINES AND PROCEDURES FOR REVIEW AND DETERMINATION

The Board of Adjustment has established the following guidelines and procedures which the Zoning Administrator shall follow in making a determination on Routine and Uncontested Matters:

1. This application for a Routine and Uncontested Matter shall be filed in the office of the Zoning Administrator.
2. The application must include the signatures of approval of all abutting property owners in a form provided by the Zoning Administrator.
3. If the signatures of all abutting property owners cannot be obtained by the applicant the Zoning Administrator shall refer the item to the Board of Adjustment for determination.
4. If the required signatures are provided the Zoning Administrator may approve, approve with conditions, deny, or refer the item to the Board of Adjustment for a determination regardless of neighborhood approval.
5. Within ten (10) working days the Zoning Administrator will notify the applicant, in writing of the decision rendered.
6. All decisions of the Zoning Administrator will be maintained on file in the office of the Board of Adjustment Secretary.

APPLICATION REQUIREMENTS

All applications for Routine and Uncontested Matters shall include the following:

- (1) _____ The application must include the signatures of approval of all abutting property owners (see attached form).
 - (2) _____ A scaled drawing showing the proposed adjustment. The drawing shall include the following information:
 - (a) _____ The location of adjacent streets and properties.
 - (b) _____ Lot dimensions and setbacks of the subject property before and after the proposed adjustment.
 - (3) _____ If the adjustment affects any public utility easements, the applicant shall provide a Disclaimer of Easement Verification Form (provided by the City) signed by each of the affected public utilities necessary to vacate the public utility easement.
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EFFECTIVE PERIOD OF APPROVAL

The approval of a Routine and Uncontested Matter shall be effective for a period of one (1) year from the date the application is approved, at the end of which time a building permit shall have been issued by the Lehi City Building Department. If a building permit has not been issued within the one (1) year period of date of approval the Routine and Uncontested Matter application, the approval shall be void, and the applicant shall be required to submit a new application subject to the then existing provisions of the Lehi City Development Code.

APPLICANT(S) CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicants Signature: _____ Date: _____

Title: _____

**ROUTINE AND UNCONTESTED MATTER
ADJACENT LANDOWNER CONSENT OF APPROVAL**

We, the undersigned owners of real property acknowledge and understand the proposed setback variance proposed by (applicant's name) _____ located at (address of proposed adjustment) _____, and do hereby approve of the request as required by Section 25.080 of the Lehi City Development Code, which allows certain setback variances to be approved as routine and uncontested matters if the adjacent landowners consent to such a variance.

Please *print and sign* your name below to show that you have received notification of the proposed setback variance and approve of the request as stated above. Should you have any questions, you may contact the Zoning Administrator in the Lehi City Building Department at 768-7120.

Name: _____ *Address:* _____

Phone: _____ *Tax I.D./Lot #(s):* _____ *Signature:* _____

Name: _____ *Address:* _____

Phone: _____ *Tax I.D./Lot #(s):* _____ *Signature:* _____

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Name: _____ *Address:* _____

Phone: _____ *Tax I.D./Lot #(s):* _____ *Signature:* _____