



Zoning Clearance Letter Process and Request Form

Introduction

Thank you for your interest in submitting a Zoning Clearance Letter Request. The following packet explains the purpose of a Zoning Clearance Letter, describes the process and timeline you can expect to follow before receiving your letter, and includes the Zoning Clearance Letter Request Form.

For questions regarding any of the information in this packet, please contact the city/staff at 435-826-4644

What is a Zoning Clearance Letter?

A Zoning Clearance Letter is a document that provides details about a property's current legal use and its compliance with existing zoning regulations. It is commonly requested by finance companies during property appraisals to determine if the property is conforming or legally nonconforming with zoning standards. This letter typically includes information on the property's current use, whether the building can be reconstructed, any outstanding zoning violations or open building permits, and any variances or planning approvals related to the property.

Should I schedule a consultation with the Planning and Zoning Commission

We highly recommend (but do not require) that you schedule a Pre-Submittal Consultation. During this meeting, the Planning and Zoning Commission can consult with you concerning your development plan in more detail, allowing you to more fully understand the requirements you will have to meet to turn in a complete subdivision application. They can tell you if your contemplated plan complies with zoning laws or if you will need a variance. The Pre-Submittal Consultation will increase the likelihood of your submitting a complete application, saving you time and money in the long run.

How long until I receive my Zoning Clearance Letter?

The average time you can expect to receive your Zoning Clearance Letter is 4-5 business days after you submit your Zoning Clearance Letter Request. When your request is received, the request is pre-screened to ensure that submittal requirements are met and all applicable fees are paid. At that point, the application is assigned to a staff member who reviews the application for complete documentation. If there are any deficiencies, you will be provided with a list of missing information to submit. Once all necessary documentation and information has been submitted, the staff member researches Escalante City records and compiles the information about your property. Finally, the Zoning Clearance Letter is issued containing zoning information for your property.

Important Information

Consultation	Submission	Required Fees -10.54.170
<ul style="list-style-type: none"> - Available prior to submitting an application. - For questions regarding requirements, contact us at - 435-826-4644 	<ul style="list-style-type: none"> - Submit this request form through email to ssteed@escalantecity.com or by mailing your request to PO Box 189, Escalante, UT 84726 Mailing may increase your timeline. 	<ul style="list-style-type: none"> - \$50.00 3 lots or less. - \$50.00 per lot after 3 lots. - .Plat Review \$900.00 - Review of Culinary Water System impact \$300.00. - Review of Sewer System impact (if applicable) \$300.00 - Additional fees may be required.



ZONING CLEARANCE LETTER REQUEST FORM

Applicant Information

Zoning Clearance Letter Address To:

Address of Subject Property:

Specify the type of structure or land use requested:

Name of Applicant:

Mailing Address:

Phone Number:

Email Address:

Applicant's Interest in Property (Owner's consent required):

- Owner
- Architect*
- Contractor*
- Other* (please describe) _____

Name of Property Owner (if different from applicant):

Phone Number:

Mailing Address:

Email Address:

Office Use

Case Number:

Received By:

Date Received:

***Disclaimer:** Please be aware that staff may request additional details to ensure sufficient information is available for staff analysis. All materials required for staff analysis, including professional architectural or engineering drawings, will be copied and made accessible to the public for review by any interested parties.*

Acknowledgement of Responsibility

1. I hereby certify that I am submitting an application for the action described by the City and accept responsibility for meeting all City requirements related to this request. This application will be processed under the name listed below.
2. By signing this application, I confirm that I have read and understood the provided instructions for processing the application. I attest that the submitted documents and information are accurate to the best of my knowledge. I understand that these documents are public records and may be made accessible to the public.



3. I acknowledge that my application will not proceed until it is deemed complete by the assigned planner from the City staff. A complete application includes all required submissions and adherence to applicable requirements for the specific request. The Planning and Zoning Commission will provide a written list of any deficiencies that must be addressed to complete the application, and I understand it is my responsibility to provide the missing or corrected information. I will remain informed about submission deadlines and the progress of my application.
4. I understand that a staff report will be made available to me for review prior to any public hearings or meetings. This report will be accessible at the City Hall once finalized.

Name of Applicant: _____	Phone Number: _____
Mailing Address: _____	Application Type: _____
Email Address: _____	Signature: _____
Date: _____	

Legal Property Owner Consent

If the applicant is not the legal owner of the property, consent from the property owner must be submitted. For properties with a single fee title owner, consent can be provided by completing the information below or submitting an affidavit.

Affirmation of Sufficient Interest: I affirm that I am the fee title owner of the property described below or that I have obtained written authorization from the owner to proceed with the requested action.

Legal Description of Subject Property

Name of Owner: _____	Signature: _____
Mailing Address: _____	Date: _____
Email Address: _____	

1. If a corporation holds the fee title to the property, a copy of the Board of Directors' resolution authorizing the action must be attached.
2. If the fee title is held by a joint venture or partnership, a copy of the agreement authorizing the action on behalf of the joint venture or partnership must be included.
3. If the applicant is a Homeowner's Association, the representative or president must attach a notarized letter confirming that property owners have been notified about the proposed application. A vote should be conducted prior to submission, and the results must be provided to the City along with a statement confirming the vote complies with the requirements outlined in the Covenants, Conditions, and Restrictions.

Disclaimer: Please note that knowingly making a false written statement to a government entity is a criminal offense under Utah Code Chapter 76-8, Part 5. The City will pursue prosecution for any knowingly false representations regarding the applicant's interest in the property related to this application.