

Guidelines and Checklist

DISCLAIMER: *The City is providing the following information as a service to those applying for a rezone within Syracuse City. No one shall consider these guidelines as comprehensive. In the event of conflicts or discrepancies between this document and City Ordinances or State Codes, the more strict rules shall apply.*

For the purposes of noticing the public of a land-use decision related to a rezone request, the applicant shall provide the Community Development Department, as required by City Ordinance, with the following:

Description	Fee	Comments
Application	\$425	Fee includes initial City Planning and Engineering staff review
Public Notice Signs	\$6 per sign	Sign required per road frontage abutting subject property
Noticing	\$1 per address	Actual costs incurred by City to provide each notice
Mailing List	Must be obtained from Davis County	The applicant must obtain a notification list of all owners of real property located within 300 feet of the subject property boundary from the Davis County Recorder's office located at 61 S Main Street, Farmington 84025. Please have the Excel file format list emailed directly to planning@syracuseut.com .

Prior to submitting this type of application, the Syracuse City Community Development Department encourages applicants to contact City staff for assistance in addressing and understanding all requirements for any rezone application.

This form includes all necessary information for filing a complete application that will allow the City to process and review it in the timeliest manner possible.

Applicant to read and check each box to acknowledge all requirements

- Completed and signed Rezoning of Property Application form
- Application and noticing fee payment per the current Syracuse City Fee Schedule
- Mailing list of adjacent property owners within 300 feet of the subject property (Obtained from Davis County)
- Scaled, accurate property map indicating
 - Present and proposed zoning classifications
 - All abutting properties showing present zoning classifications
 - Accurate legal description and an approximate common address of the area proposed for rezoning
- If the rezone would require a change in text to Title X, application shall include a draft of proposed text with reference to chapter and section

The applicant will need approval of the:

- Planning Commission
- City Council

Should you have any questions regarding the application materials, process, or laws and ordinances governing the rezoning of property, please feel free to contact the Community Development Department at 801-825-1477 ext 4. You may access the Syracuse City Municipal Code and Fee Schedule on the internet at www.syracuseut.com.

We look forward to working with you and providing a pleasant and productive atmosphere in order to help you accomplish your goals that will ultimately be an asset to the community of Syracuse.

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.