

# Sandy City Information Sheets



Community Development Department



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# Accessory Apartments, Extended Living Areas and Guesthouses

From Section 15A-11-01 of the Sandy City Land Development Code

A. Purpose. This section is established to provide regulations and design standards for accessory apartments, extended living areas, or guesthouses related to single family dwellings in residential zone districts. These accessory living areas enable housing units to be available to moderate income households, provide economic relief to homeowners who might otherwise be forced to leave a neighborhood, and make living units available which are appropriate for households at a variety of stages in the life cycle.

B. General Requirements. The following requirements must be met in order to have either an accessory apartment, extended living area, or a guesthouse.

1. Residence Required. The owner(s) of the residence shall live in the dwelling in which the accessory apartment/extended living area was created, and a letter of application sworn before a notary public shall be provided by the owner(s) stating that such owners will occupy the said dwelling, except for bona fide temporary absences. For a guesthouse, the property owner shall live in the primary dwelling unit on the same premises that a guesthouse is proposed.

2. Number Permitted Within Each Single Family Dwelling. Only one accessory apartment/extended living area shall be created within a single family dwelling, and said area shall clearly be a subordinate part of the dwelling. The accessory apartment/extended living area shall not occupy any accessory buildings. No lot or parcel shall contain more than one guesthouse.

3. Home to Retain Single Family Dwelling Appearance. The accessory apartment/extended living area shall be designed so that, to the degree reasonably feasible, the appearance of the building remains that of a single family residence, including retention and enhancement of landscaping. A guesthouse shall be designed and constructed as to be compatible with the architectural components of the primary dwelling unit (e.g., exterior materials, color, and roof pitch).

4. Utility Meters and Addressing. It shall be prohibited to install separate utility meters and separate addresses.

5. Building Code Compliance Required. The design and size of the accessory area shall conform to all applicable standards in the City's adopted Fire, Building, and Health Codes. The applicant shall obtain all necessary building permits prior to construction of the accessory apartment, extended living area, or guesthouse.

6. Parking. At least one off-street parking space shall be available for use by the occupant(s) of the accessory apartment, extended living area, or guesthouse. This space shall be in addition to those required for residents of the main portion of the dwelling and shall comply with the City's adopted residential parking standards. Any additional vehicles by occupants must be accommodated on-site. On-street parking shall be reserved for visitors only.

7. Mobile Homes. It shall be prohibited to construct an accessory apartment/extended living area within a mobile home.

8. Transferability. Upon sale of the home or change of primary occupant, the approval for an accessory apartment/extended living area shall expire, that is, the approval is not transferable.

C. Additional Requirements for Approval of an Accessory Apartment. Accessory apartments are allowed only with approval of a Conditional Use. Such use shall not exempt the applicant from meeting other applicable ordinances, covenants, codes, or laws recognized by Sandy City.

The following standards must be met in order to grant a Conditional Use:

1. Entrances. All entrances for an accessory apartment shall be located on the side or in the rear of the dwelling.

2. Maximum Size Permitted. In no case shall an accessory apartment comprise more than 30 percent of the building's total floor area nor be greater than 800 square feet nor have more than 2 bedrooms, unless, in the opinion of the Planning Commission a greater or lesser amount of floor area is warranted by the circumstances of the particular building. An accessory apartment is a complete, separate housing unit that shall be within the original dwelling unit.

3. Occupancy Restrictions. The occupants of the accessory apartment shall be related to each other by blood, marriage, or adoption; or up to two unrelated individuals who are living as a single housekeeping unit. The occupants of the accessory apartment shall not sub-lease any portion of the accessory apartment to other individuals.

4. Recordation. Approval for an accessory apartment shall be recorded with the Salt Lake County Recorder's Office, including any special conditions of approval to guarantee compliance with the approval. A copy shall be kept on file with the Building Department.

5. Duration of Approval.

a. Approval Non-Transferable. Upon sale of the home or change of primary occupant, the Conditional Use shall expire and is not transferable.

b. Length of Approval - Renewal Options. The effective period of the Conditional Use for accessory apartments shall be two years from the date of the original approval. At the end of every two years, renewal may be granted upon receipt by the Director of certification by the property owner that the property remains the principal residence of the owner, and that all other original conditions continue to be met. Notification shall be sent to the owner for response. Failure to obtain such certification may be the basis for revocation of the Conditional Use. The Planning Commission, in its sole discretion, may require a new application and a demonstration of compliance with all conditions necessary for a Conditional Use.

6. Other Requirements. Any other appropriate or more stringent conditions deemed necessary for accessory apartments in protecting public health, safety, welfare, and the single family character of the neighborhood shall be established by the Planning Commission.

D. Additional Requirements for Approval of an Extended Living Area. Approval for an extended living area may be granted by the Director. The granting of approval for an extended living area shall not exempt the applicant from meeting other applicable ordinances, covenants, codes or laws recognized by Sandy City. The following standards must be met:

1. Occupancy Restrictions. Extended living areas shall be used for extended family members only or for employed household maintenance personnel on a non-rental basis. A letter of application sworn before a notary public by the owner(s) stating that the individuals residing in the extended living area are related by blood/ marriage, adoption, or are employed household maintenance personnel must be provided to the City.
2. Recordation. Approval for an extended living area must be recorded with the Salt Lake County Recorder's Office, including any special conditions of approval to guarantee compliance with the approval.

E. Additional Requirements for Approval of a Guesthouse. A guesthouse may be allowed only with approval of a Conditional Use. Such use shall not exempt the applicant from meeting other applicable ordinances, codes, or laws recognized by Sandy City.

The following standards must be met in order to grant a Conditional Use:

1. Occupants. A guesthouse shall be used only by the occupants of the principal dwelling or their nonpaying guests.
2. Lot Size. A guesthouse will only be considered for a Conditional Use on a lot containing at least 20,000 square feet which has an existing owner occupied single-family dwelling unit, or where a building permit has been issued and construction is in process for the single-family dwelling on a lot 20,000 square feet or larger.
3. Location. Guesthouse setbacks shall be no less than ten (10') from the side and rear property lines and six (6') from the primary dwelling unit. If a guesthouse is attached to an existing accessory structure, the living space of the guesthouse shall be ten (10') from the property line. The guesthouse may be located within the rear (the area lying between the rear lot line and rear wall of the primary dwelling extended to the side lot lines) of the primary dwelling or within the side yard, provided that the guesthouse is located behind the front plane of the home. If the guesthouse is located within the side yard, the side yard setback shall be the same as the minimum in the zoning district in which the lot is located.
4. Maximum Size Permitted. In no case shall a guesthouse comprise more than 400 square feet and have no more than one bedroom. This square footage will be considered part of the allowable square footage for the respective zoning district for accessory structures.
5. Height. A guesthouse shall be limited to a single story.
6. Kitchen Facilities. There shall be no kitchen or cooking facilities within a guesthouse. A microwave, compact refrigerator (less than 7.75 cubic feet and 36 inches or less in height), counter length not exceeding six (6') feet, and a wet bar sink (12 inches wide or less), are permitted.

7. Site Plan. A site plan and architectural elevations shall be submitted to the Community Development Department to determine compliance with the requirements herein prior to approval of a Conditional Use. The site plan shall be drawn to scale, clearly showing the location of all existing and proposed structures, walls, parking, driveways, and walkways.

8. Conversion. Existing accessory structures (shed, garage, workshop, etc) may be converted to a guest house provided that the proposed guesthouse complies with all development code standards and the adopted building code. The number of required off-street parking stalls shall not be eliminated with the conversion of an accessory garage.
9. Basements. No basements will be allowed within a guesthouse.
10. Recordation. Approval for a guesthouse shall be recorded with the Salt Lake County Recorder's Office, including any special conditions of approval to guarantee compliance with the approval. Proof of recordation shall be submitted to the Community Development Department prior to issuance of a building permit. A recorded copy shall be kept on file with the Building Department.
11. Inspections. Yearly inspections may be required to determine compliance if determined appropriate by the Director or Chief Building Official.



# Animals - Zoning Requirements

## Why are there restrictions on animals?

Typically, cities place zoning restrictions on the types and maximum number of animals people can have at their homes. For the most part, this is to ensure that a residential neighborhood will retain the residential character - and not that of a farm area. Also, the regulations are an attempt to prevent cruelty to animals. Too many large animals on a small parcel is mean and inhumane to animals. For these reasons, and others, the City regulates the number and placement of certain animals.

## What are farm animals?

Farm animals are listed in the zoning ordinance in three categories: Large (e.g., horses, cattle), Medium (e.g., sheep, goats), and Small (e.g., rabbits, chinchillas, chickens, turkeys, pheasants, geese, ducks, and pigeons).

## Where can I locate farm type animals?

Farm animals are permitted in those zones with the "A" designation after the zone name. For example, R-1-20A Zone allows farm animals, while the R-1-8 Zone will not. As a general rule, lot sizes smaller than 20,000 square feet will most likely not be zoned for farm animals.

## How many farm animals may I have on my property?

- Large animals may be kept at a ratio of 2 animals per 2 acre (no less than 20,000 square feet).
- Medium animals may be kept at a ration of 5 animals per 2 acre (no less than 20,000 square feet).
- Small animals may be kept at a ratio of 50 animals per 2 acre (no less than 20,000 square feet).

## Are there restrictions on household pets?

Yes. City ordinance allows a maximum of six (6) common household pets (dogs, cats, rabbit, ducks and chickens) per residence. Rabbits, ducks, and chickens may be kept only on a non-nuisance basis for family use only.

No more than two dogs per residence are allowed unless the residence has obtained a dog hobby license to allow up to a total of five dogs. You may contact Animal Services at 352-4454 if you have further questions.

## Are there restrictions to the placement of horse barns, chicken coops, etc. for my animals?

Yes. All animal enclosures (coops, pens, cages, kennels and runs, etc.) must be located at least thirty (30) feet from all neighboring dwellings. These facilities shall meet all of the Salt Lake Valley Health Department regulations and procedures.

## Are there restrictions and requirements for dog runs and houses/kennels?

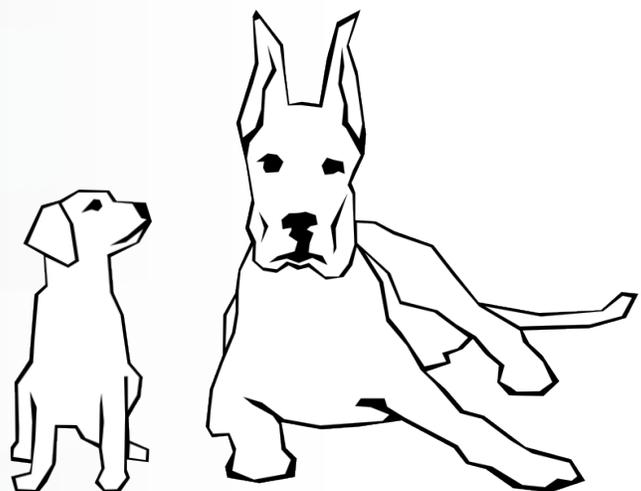
Yes. All dog runs, kennels, and houses must be at least forty (40) feet from any neighboring dwelling. They must also be at least ten (10) feet from the side and rear property lines.

## Do the zoning requirements for animals only apply to the R-1 residentially zoned property?

No. The zoning requirements for animals applies to all residentially zones, including property within a PUD (Planned Unit Development) or apartment complex.

## Are there other regulations other than Sandy City's?

Yes. You may need to contact the Salt Lake Valley Board of Health.



# Building Permit - What to Submit

The following plan review items are required to obtain a building permit for a new home, home addition or to build a garage. Including these items on your plans will speed up the review process and save several trips to City Hall for obtaining your building permit.

## You must submit these items:

1. Complete, drawn to scale plot plan with lot dimensions, distances to property lines and any accessory buildings shown on plan.
2. Topographical plan showing lot contours on lots with hillsides or slopes to determine buildable limits and compliance with Sandy City Sensitive Area Overlay Zone restrictions.
3. Elevations of top back of curb and garage floor slab to determine if driveway is in compliance with Sandy City's 2% minimum slope and 12% maximum slope away from the house.
4. Provide detailed floor plans showing all proposed uses.
5. Provide complete floor framing and roof framing plans to show joist and rafter direction, spacing and construction details.
6. Provide typical wall section, showing wall, roof, footing, foundation and reinforcement.
7. All rooms or portions thereof must be dimensioned and drawn to scale.
8. Exterior walls must comply with IRC or walls must have lateral analysis by an Engineer licensed by the State of Utah.
9. Heat loss calculations.
10. Provide complete engineer stamped truss details.
11. Show any load or structural implications from existing home or structures adjacent to additions or remodeling that will affect in any way the design or construction of such addition.
12. Provide a list or show on plans all materials to be used in the construction of project.
13. Any addition, remodeling or renovation of a residential occupancy (home or apartment) requires the installation of a battery powered smoke detector on each level of

the structure and in each sleeping room.

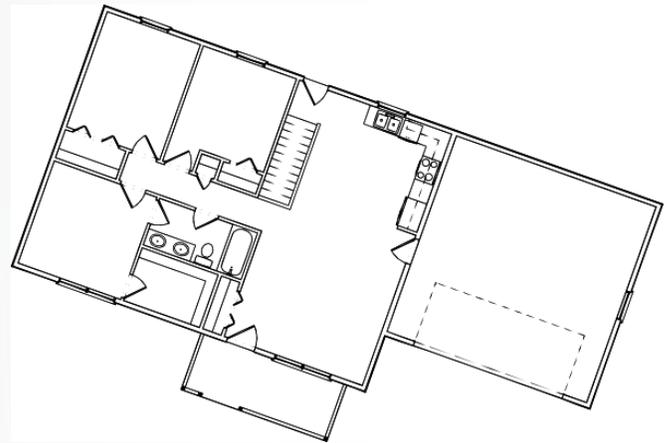
14. Provide door and window schedule. Show type, size, and openable area.

15. Show rise and run of all stairs.

16. Show all beam, girder and exterior wall header sizes.

17. Show all decks, bay windows and floor cantilevers on plot plan as they are included and part of your setbacks.

*We hope this information will be helpful and please feel free to contact the Building and Safety Division for any further information. You can contact them at 568-7251.*



# Bulk Waste

## Program Guidelines

Bulk waste collection is provided for Sandy City residents in the Spring and in the Fall. All residents will receive a bright green card in the mail 2-3 weeks prior to collection. The front of the card will show your pickup date.

- WASTE SHOULD NOT BE PUT ON THE STREET MORE THAN 2 DAYS PRIOR TO YOUR AREAS SCHEDULED PICK UP DATE. Waste put out on the curb the day of your scheduled pick up should be placed there prior to 7:00 am.

- We ask that residents place all green waste (branches, shrubs, etc) in one pile so that it can be mulched. Place all other waste in another pile at least 2 feet away from green waste. In addition, don't park vehicles within 15 feet of either pile.

- We will not accept: Rocks, concrete, gravel, dirt, or sod. Any construction debris such as sheetrock, glass, roofing materials, tile, bricks, or fence posts with concrete. Vehicle parts, tires, or propane tanks. Oil, gas, batteries, paint, flammable, toxic or hazardous materials (for disposal of Household Hazardous Waste, call 801-313-6697 or 801-974-6902).

- Material, including tree limbs and stumps should not exceed 4 feet in length or 18 inches in diameter. Items exceeding this may not be collected.

- Loose material such as leaves, twigs, pine needles, and wood chips should be placed in trash bags or boxes. These items may also be placed inside your blue garbage container for regular weekly collection.

- Items containing Freon (refrigerators, freezers, and air conditioners) must have the chemical removed by a professional and a copy of the receipt attached to the item.

- Lawn mowers and snow blowers must have the oil and gasoline removed. These actions must be completed before the items will be accepted at the landfill.

- 55-gallon containers must be emptied and have the tops removed.

- Recycle items that can be reused at a local charity.

- Scavenging through piles is not permitted!

- If you see scavenging or illegal dumping, please get the license plate number and contact the Police Department at 801-840-4000.

- If you have any questions about this or the City's year-round dumpster program, please contact the Public Works Department at 801-568-2999.

*For hazardous waste disposal, please call 801-313-6697 (This service does not apply to businesses, apartments, condominiums, mobile home parks, or residents of Salt Lake County.)*

# Business Licenses

## Commercial License Update Instructions/Applications

The application may be used to update certain information on an existing Commercial Sandy City Business License. You will need a separate license application or update for each business location. Please do not use this form to change ownership of an existing business (license are not transferable) or to file for a new business, or for a business that has been licensed in another City and has relocated to Sandy.

A. If the business has relocated within Sandy City. License are not transferable to any location other than specifically indicated on the last application filed and on the business license certificate issued. When a business relocates within the City, an update application must be filed, and all applicable departments will need to provide a positive final inspection or recommendation for the issuance of a valid business license. Annual renewal license fees will transfer, but there is an additional \$40.00 charge for processing and inspections. AFTER filing the application, all commercial businesses should contact Building and Safety and Fire Departments to schedule inspections. Other specific businesses should contact the appropriate, additional agencies indicated (given the nature of the business):  
Building & Safety Dept: (801) 568-7251 Fire Dept: (801) 568-2943 Health Dept Food: (801) 313-6620  
Health Dept Sanitation: 313-6641 Dept of Agriculture Food: (801) 538-7159 Dept of Agriculture Pesticide: (801) 538-7188

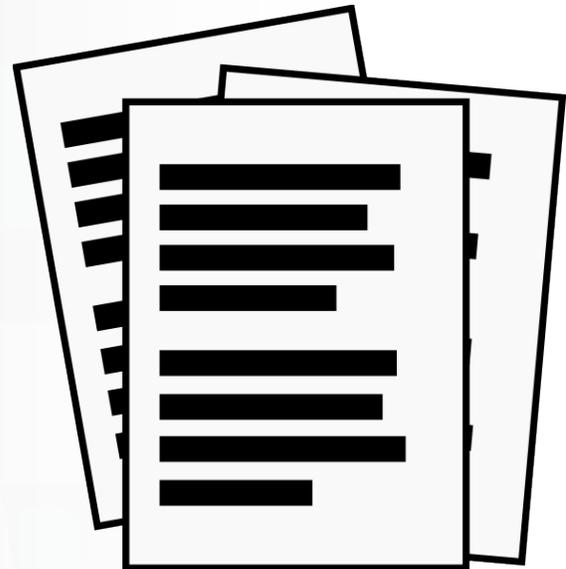
B. If there is a change in the mailing address only. Please complete the update application with the corrected information.

C. If there is a change to the name of the business: Please provide copies of supporting documents indicating the new entity name has been registered with the Utah Department of Commerce. There is a \$20 duplicate license fee for a corrected certificate.

D. If there is a change in ownership: This form can only be used for a partial change in the ownership. At least one surviving partner must be re-named on the update application. A surviving partner must sign the update application. This form may not be used if there is a complete change in ownership. In that case, the new owners will need to file for a new business license. Forms are available on line at [www.sandy.utah.gov](http://www.sandy.utah.gov) follow the prompts Business>Form and Apps>Business License Apps.

Where possible, renewal fees have been applied to the license account to avoid the possibility of late fees. If you have questions related to the update, please contact the license office at (801) 568-7252 or e-mail at [BusLic@sandy.utah.gov](mailto:BusLic@sandy.utah.gov) and we will respond promptly.

INFORMATION SHEET



## HOME OCCUPATION - HOW TO APPLY

Sandy is a great place to start and carry on a business! This office wishes to offer assistance with the application process and has designed this set of procedures to help you understand some of the requirements for opening a business in your home.

1. Businesses must register the business entity (DBA, Corporation, LLC etc) with the Utah Division of Corporations, located at the Heber Wells Building 160 East 300 South, SLC., or online at [www.business.utah.gov/registration](http://www.business.utah.gov/registration) (aka OneStop). The fee for a DBA is \$22 (renewable every 3 years) or \$52 for LLC or Corp (renewable annually). You must file some form of acknowledgment/verification of filing the State registration, with this application.

2. Generally, businesses involved with the sale of a tangible product must have a State sales Tax number. That number may be applied for, in person at the Utah State Tax Commission at 210 North 1950 West, SLC or online at the OneStop location indicated in Item #1. There is no charge. Written documentation of a valid sales tax number must be submitted at the time this application is filed.

3. If the business is being run from rental property, a letter of permission (indicating the portion of the home permitted to be used, and acknowledging the nature of the business) must accompany the application.

4. Please print or type this application in dark ink. Incomplete or illegible applications will be returned. Ordinance allows up to 30 days for processing.

5. Any daycare, preschool, dance school, art/craft school or other business catering to minors, or offering care giver type services to the elderly, or other business as deemed necessary (for the continued safety and well being of the citizens and the community and as permitted by law and by the Police Department), will also need to submit a BCI criminal history report at the time of application. That report may be obtained through the Bureau of Criminal Investigations located at 3888 West 5400 South, SLC UT 84114, ph. (801) 965-4445. The cost is \$10.00.

6. Fees for licenses are established by resolution of City Council. A copy of the most recently approved fees is available at City Hall. All appropriate fees must accompany the application. Please contact this office for correct computation of pro-rated amounts for regulatory and any

applicable disproportionate fees. A \$25.00 charge is assessed to checks returned by any financial institution.

7. A copy of the Home Occupation ordinance is available at City Hall or provided as a link on the web site at (below the link for new applications), [www.sandy.utah.gov](http://www.sandy.utah.gov). Please make sure you are able to comply with those requirements. If you fall under a Category II Home Occupation, you must first receive an approved Conditional Use Permit, before submitting this application for a Home Occupation Business License. If you have questions regarding any portion of the ordinance, you should contact the license office for correct interpretation or explanation.

8. There are additional requirements for beauty salons, group child uses, garage uses, accessory building uses, kilns, wood working or other flammable uses etc. for which you may incur additional inspection, and/or permit costs and application processing delays. Please check with the licensing office for further information.

9. License renewals are due by March 1 each year. Your Business License will indicate an expiration date. Renewal notices will be sent to you as a reminder, but you are ultimately responsible for making sure renewal payments are received prior to delinquency. A 25% delinquent late fee penalty is assessed on accounts not paid within 30 days of due date. After 45 days, an additional 50% delinquent penalty is assessed. If a bill is delinquent after 60 days, it is forwarded to the Legal Department for collection. Collection costs are incurred by the applicant.

If you have questions or need assistance in completing this application, please contact the Business License Office at (801) 568-7252 and we will be pleased to help.

# Child Care Facility Information

## What is a Child Care Center?

The Sandy City Land Development Code (Zoning Ordinance), which is applicable to all property within the corporate limits of the City of Sandy regulates the types of child day care services allowed within a home.

A Category I Home Occupation, which does not require a Conditional Use Permit, shall not exceed eight (8) children associated with child day care or other child group activities (e.g. dance schools, preschool, music classes, etc) at any one time. A maximum of eight (8) students/children are permitted per day. This number shall include the licensee's own children if they are under six years of age under the care of the licensee at the time the home occupation is conducted.

A Category II Home Occupation, which requires a Conditional Use Permit, may be granted by the Planning Commission when a child day care center is expected to exceed eight children at one time. A maximum of twelve (12) children is permitted at any one time. A maximum of eighteen (18) children is permitted per day. These numbers shall include the licensee's own children if they are under six years of age under the care of the licensee at the time the home occupation is conducted. Also, a maximum of 24 vehicular stops per day for child drop off or pick up is permitted.

## Other Group Child Activities

The following provisions indicate a maximum limit that may be granted by the Planning Commission for other group child activities which are expected to generate or exceed eight children/students (e.g. dance schools, preschools, music classes, other care or instruction for children) at any one time other than child day care.

*The following guidelines shall be used to determine the maximum number of students/children permitted:*

- A traffic plan that has been reviewed and approved by the City Transportation Engineer which includes acceptable traffic flow, drop-off and turn-around areas.
- The existing residential street is of sufficient width to accommodate additional vehicular traffic.
- A maximum of 12 students/children per session and a maximum of 24 students/children per day shall be permitted.
- A maximum of four sessions per day may be permitted.

- All sessions combined shall not generate more than 24 vehicular stops per day.

- The total number of students/children shall include the licensee's and any employees' children if they are under six years of age and are under the care of the licensee at the time the home occupation is conducted.

## Do I need any permits or licenses to operate a Child Care Service?

The State of Utah requires that anyone caring for four (4) or more children must be licensed by the State of Utah. All Child Care Centers caring for four or more children must be inspected by the Sandy City Building and Safety Division, Sandy City Fire Department, and the Salt Lake Valley Health Department in order to receive approval for a business license.

## Can I have employees?

Child Care facilities, operated as a home occupation, may have one full-time or full-time equivalent non-resident employed, volunteer, or work on the premises where the home occupation business is located. No more than two (2) persons shall comprise the equivalent full-time employee, and only one (1) non-resident may work at the home at one time.

Commercial Child Care Facilities may have employees.

## Can I have a sign?

Signs for child care facilities as a home occupation can be no larger than one (1) square foot and must be placed either in the window or on the exterior wall of the home. Commercial child care facilities must comply with the Sandy City Sign Ordinance.

## Who should I contact for more details on child care centers?

Utah Division of Family Services 801-538-4100  
Sandy City Business Licensing 801-568-7252  
Sandy City Planning 801-568-7250  
Sandy City Building & Safety 801-568-7251  
Sandy City Fire Department 801-568-2947  
Salt Lake Valley Health Department 801-313-6641

Note: If you are planning to start a child care center it is recommended that you meet with the Planning Department Staff. They will be able to tell you specifically what regulations you must meet with your facility.

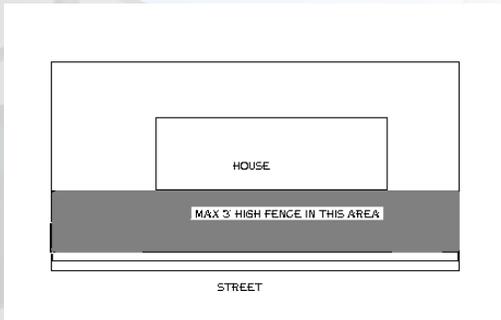
# Fencing Requirements

## Why build a fence?

Fences are built for many reasons. The most popular being to create privacy in the rear yard of a residence. Others build a fence to delineate property lines, while others build a fence to decorate their property. Whatever, the reason, fences add value and security to your home.

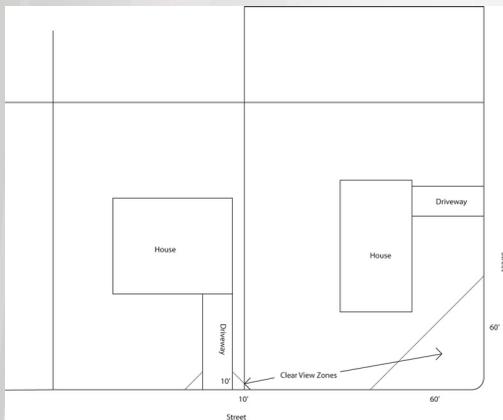
## Are there restrictions for fence heights?

Yes. Fence heights are limited to a maximum of six (6) feet within the rear and side yard areas of a home. There is also a height limit of three (3) feet within the front yard of a home.



## Front Yard Fence Restrictions

Above is an illustration showing the area limited to a three (3) foot high fence within a front yard of a home. Corner lots have the three (3) feet area extended to a sixty (60) foot visibility area. Within the triangle area, the fence should be no higher than three (3) feet to allow for traffic visibility.



## Clear View Zone

A clear view zone shall be maintained free from fencing, except a three (3) foot fence when a driveway exists on an adjacent lot within 10 feet of the shared property line. The clear view zone refers to the portion of the corner lot

lying within a triangular area formed by measuring back 10 from the point where the interior property line shared with the adjacent lot meets the property line along the public right-of-way.

## Can I use barbed wire or an electric fence for my residence?

No. Barbed wire can only be used in conjunction with the raising of livestock or to secure a commercial site. Electric fences are prohibited in all cases.

## Am I required to fence in my swimming pool or hot tub?

Yes. You are required to erect a six (6) foot high solid or chain link fence to secure your swimming pool or hot tub. You are also required to have a self-latching gate to prevent unauthorized entry. Swimming pools and hot tubs are required to be fenced for safety reasons.

# Garbage Can Placement

## How soon can I place my garbage can out to the curb for collection?

City ordinance allows you to place your garbage can out to the curb the evening prior to your scheduled pick-up day. If you wish to place your can out on your scheduled pick-up day, you must do it before 7:00 am. You may not place your rubbish for collection out to the curb early (i.e. 3 days in advance of scheduled pick-up day).

## How soon must I retrieve my garbage can after it has been collected?

You must retrieve your garbage cans that evening from the curb.

## Where must I store my garbage cans between collection times?

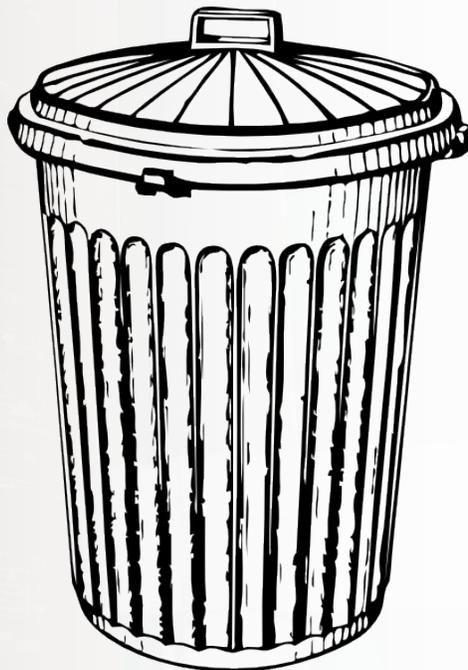
Ordinance specifies that your garbage can must be stored in a location behind the front of your home. Ideally, you would place your garbage cans out of sight from the street so that the can does not create a nuisance. Generally, you should place your garbage cans behind a fence or within your garage. You can not store them at the front of your property near the street or within the driveway of your garage. This creates an attractive nuisance for local youth, and are often vandalized or emptied into the street.

## I have a lot of junk and trash that I want to take out to the landfill. Where is it?

The Trans-Jordan Landfill is located at 10640 South 7250 West. It is open Monday through Saturday from 8:00 am to 6:00 pm, closed on Sunday and national/local holidays.

## What type of garbage is considered hazardous or unacceptable?

You may not dispose of via the City garbage collection system any of the following: large rolls of sod, vehicle parts, tires, batteries, 55 gallon drums, paint, oil or toxic chemicals. If you have any hazardous materials, please call the Salt Lake Valley Health Department at 313-6641.



# Junk, Trash and Rubbish

## What is considered junk, trash and rubbish?

The City ordinance defines junk as: any worn out, cast-off or discarded articles or material which is ready for destruction or has been collected or stored for salvage or conversion to some other use. Section 9-1-2(m). Trash and rubbish include such items as: blowing paper, discarded wire, wood chips, empty bottles, broken glass, and the like. Items that can be used for their original purpose without repair or reconditioning are not considered junk.

## Can I store junk, trash, rubbish, etc. on my property?

No. It is the responsibility of each property owner and lessee to keep their property in a good and clean condition. This means all trash, etc. must be removed on a regular basis.

## Can I store an inoperable vehicle upon my property?

City ordinance requires that all vehicles be licensed and in working order, or in the process to be made operable (i.e. restoration or repair). If your vehicle has been damaged to the point that it can no longer be driven safely upon a City street (i.e. no headlights, badly damaged windshield, crushed body), it must be either disposed of at a licensed wrecking yard or repaired. There is one exception: You may store an inoperable vehicle in your garage.

## What is a junk car?

Ordinance defines junk car as : Any unused car or motor vehicle not in the process of reconditioning, which has been abandoned for use as a motor vehicle on a public highway and which is in unsafe operating condition and shall have remained in such condition for a period in excess of thirty (30) days. Any unregistered or cars with expired license plates.@ Section 9-1-2(n).

## I have junk that I want to get rid of - what do I do?

You may contact your garbage collection agency and ask them for a special pick-up from your property. They may charge for the service. You may also contact various land maintenance companies for assistance.

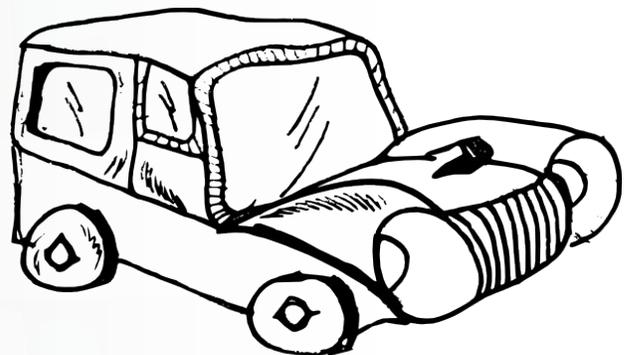
## I have a junk car, and want to get rid of it. What do I do?

There are many options to consider. Often times, a junk yard will purchase your car from you and tow it away. However, it is not uncommon for junk yards to charge you for removing the vehicle.

One other option is to donate your junk car to the National Kidney Foundation. They run an operation called Kidney Kars@. They will haul away your car for free, and provide you with a receipt for a tax reduction. The money they raise from parting out your car is used to help underwrite the costs of Kidney transplants and dialysis treatments. It becomes a win-win situation for all involved. You get rid of an inoperative vehicle, the City is cleaned up, and needy kidney transplants patients receive the much needed monetary assistance. Sandy City supports this program.

If you wish to donate your vehicle to Kidney Kars, you may contact them at:

1-800-TOW-KARS (1-800-488-2277)  
[www.towkars.org](http://www.towkars.org)



# Parking - Residential Restrictions

## Where can I park my vehicles?

All areas utilized for the parking of vehicles shall be paved with a hard surface, e.g., concrete, asphalt, brick, or other water impenetrable surface. This includes the front yard, side yard, and rear yard of the home. It is prohibited to park upon areas that have been landscaped or are reserved for future landscaping.

### Exception(s):

- A 6 inch gravel base complying with City specifications may be used for the storage of recreational vehicles. This area must be kept weed free.
- Single family residential properties with animal rights will be allowed to store animal transport trailers. These trailers are not required to be parked on a gravel or hard surface but must be parked within the rear setback of the home.
- Passenger vehicles used for daily transportation located at a residence that existed prior to hard surface parking requirements (concrete or asphalt) are exempt from this requirement. The resident bears the burden of proof relative to this exception.

## Is there a maximum amount of hard surface allowed on my lot?

The maximum area of hard surface for the purpose of parking vehicles on a residential lot shall be restricted to not more than 20 percent of the front yard excluding the driveway providing access to the primary attached or detached garage, 35 percent of the rear yard, and one of the two side yards associated with the lot. Exception: The maximum area of hard surface allowed for residential lots with circular driveways shall be determined on a case by case basis.

## Do all of my vehicles have to be licensed and registered?

All vehicles that are parked or stored outside shall have a current license and registration sticker, as required by the State of Utah Department of Motor Vehicles. Vehicles lacking proof of registration and posting of a current sticker are deemed a Ajunk vehicle@ and subject to penalties and enforcement as prescribed by law. Exception: Recreation vehicles un-registered for less than one year and in good working condition.

## Are there any restrictions for the pre-manufactured carport covers that I can buy at Home Depot?

All structures attached to the dwelling for the purpose of protecting or otherwise covering the vehicle shall comply with building codes for the structure and with existing zoning regulations for minimum distance between main dwelling structures and side property lines. Detached carports are required to meet the minimum standards for an accessory structure and the adopted building codes. Where vehicle covers are used, covers shall be approved manufactured covers. Earth tone colors are encouraged (beige or brown tones) for vehicle covers.

## Where can I park my recreational vehicle?

Recreational vehicles parked or stored at a residence must be located within the rear or side yard of the home. Such vehicles may only be parked or stored within the front yard of a home if it is physically impossible due to natural topography or property boundaries to locate a recreational vehicle within the rear or side yard of a home. Recreational vehicles shall not be parked or stored within the street right-of-way.

## How many recreational vehicles can I park on my lot?

Only one recreational vehicle may be parked within the front yard and then only when a side or rear yard location is not available. All recreational vehicles parked or stored on a residential lot must be owned by an occupant who resides at the residence.

## What is a commercial vehicle?

A commercial vehicles is a vehicle designed and/or used for business, transportation of commodities, merchandise, produce, freight, animals, passengers or other transports including tow trucks or trailers used for the movement of equipment regardless of length. This definition also includes construction vehicles such as a bulldozer, backhoe, and similar vehicles@.

## Where can I park a commercial vehicle?

Commercial vehicles parked or stored at a residence must be located within the rear or side yard of the home. Such vehicles may only park within the front yard of a home if it is physically impossible due to natural topography or property boundaries to locate a commercial vehicle within the rear or side yard of the home.

## What are the restricted parking areas?

In addition to the restrictions below, commercial vehicles shall not be parked or stored within the street right-of-way.

### Interior Lots (non-corner lots)

- Any area in which parking or storing of the commercial vehicle would create a traffic visibility hazard.
- Commercial vehicles less than 24 feet in length and less than 8 feet in height may not be closer than 10 feet from the back edge of the sidewalk (edge closest to the home) or the public right-of-way.
- Commercial vehicles between 8 feet and 10 feet in height and less than 30 feet in length shall be parked in the side yard or rear yard.

### Corner Lots

- Both frontages shall comply with those standards outlined for parking or storage of commercial vehicles on interior lots and nothing shall intrude into the corner site visibility triangle.

## Are there commercial vehicles that are not allowed to be parked or stored on a residential lot?

- Commercial vehicles over 10 feet in height or more than 30 feet in length shall not be parked on a residential lot.
- Semi-tractors, trailers, or trucks shall not be parked on a residential lot.

## How many commercial vehicles can I park on my residential lot?

Only one commercial vehicle may be parked on a residential lot. A commercial vehicle parked or stored on a residential lot must be owned or apportioned by an occupant who resides at the residence.

The storage of any commercial vehicles for a period exceeding 72 hours is prohibited except for a bona fide temporary absence of the owner.

## Signs - Political Campaigns

### When can I post my campaign signs?

There are no specific time frames for this type of sign.

### Where can I place my campaign signs?

Signs may only be located on private property and you must have the property owner's consent to post the sign. Signs may not be placed on public property or public rights-of-way. Signs may not be attached to utility poles, fences or trees.

### How large and tall can my campaign signs be?

In residential zones, individual signs may not exceed 32 square feet. The maximum height is 6 feet.

In non-residential zones, individual signs may not exceed 32 square feet. The maximum height is 8 feet.

### What happens to illegally placed signs?

Sandy City recognizes that occasionally a campaign sign may be relocated by vandals into illegal areas, or that a well-meaning citizen may place the sign illegally. A Sandy City Compliance Officer will pick up illegally placed signs. Confiscated signs are stored at the Sandy City Public Works shops, located at 8877 South 700 West, toward the back of the storage area. You may call Code Enforcement at 568-7254 for directions and instructions on how to retrieve your signs.

For signs that have been placed illegally or cause a traffic hazard, a Sandy City Compliance Officer will contact the sign owner and explain the problem. Generally, you will be given 24 hours to correct the violation, with the exception that traffic hazards must be removed immediately.

### Who can I call for more information?

You may call Sandy City Code Enforcement at 568-7254 or the Planning Division at 568-7256.



# Family Definition

## Number of Individuals Allowed to Live in a Single Family Residence

*From Section 15A-37-07 of the Sandy City Land Development Code:*

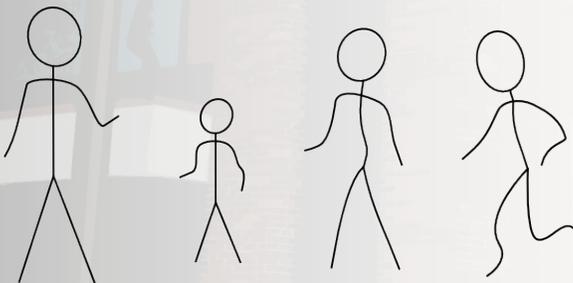
### “F” Definitions

Family - A person living alone or any of the following groups living together as a single nonprofit housekeeping unit and sharing common living, sleeping, cooking and eating facilities:

- A. Any number of people who are all related by blood, marriage, adoption, or court sanctioned guardianship together with any incidental domestic or support staff who may or may not reside on the premises;
- B. Four unrelated people; or
- C. Two unrelated adults and any minor children related to them.

### Exceptions - Family does not include:

- A. Any society, club, fraternity, sorority, association, lodge, federation, coterie, or like organization.
- B. Any group of individuals whose association is temporary or seasonal in nature.
- C. Any group of individuals who are in a group living arrangement as a result of criminal offenses.



# Snow Removal

## How does Sandy City's snow removal program work?

Sandy's snow removal program is designed to help keep the City's roadways as safe and accessible as possible during and after snow storms. A snow removal operation will run continuously until the roads are safe to travel. In some cases, it will run around the clock until complete. Since safety is the first priority, school zones and main roadways are plowed first. When these areas are clean, then collectors and arterials are plowed, followed by subdivision streets, cul-de-sacs and dead end roads. If the storm is continuous and heavy, the plows will continue to open the main roadways, and school zones as necessary, returning to the lower priority streets as soon as possible. This snow removal plan focuses both in the areas that carry the majority of the traffic in the City, and the areas where safety is of the utmost importance.

## How long will it take to get my streets plowed?

During a normal snow storm, all of the streets within the City can be cleared in approximately 24 hours. As main roadways and school zones are completed, the plows will move into the collectors, arterials, and subdivision areas. In order to provide access to all areas as quickly as possible, a snow plow will first make a single pass through a subdivision area, then with all areas open, the truck will return and widen out the plowed path. This method of snow removal helps to open up all areas in the City in the shortest possible time.

Storms with greater than average snow fall or duration will take a longer period of time to clear. In circumstances where larger amounts of snow have accumulated either in one storm, or through a series of storms, placement of the snow becomes more critical, and may take a longer period of time.

## When do I have to clear the sidewalk of snow?

Sandy City ordinance requires that all property owners clear adjacent sidewalks of snow within 24 hours after the end of the storm.

## Where can I put the snow shoveled from my sidewalk and driveway?

You are encouraged to push or throw the snow onto your own property. It is illegal to throw or push the snow into any street. Putting snow into the streets can make the road more dangerous for automobiles and snow plows.

## Can I park my vehicle on the street during the winter?

Between November 1st and April 1st, vehicles may not park overnight on City streets. While the restriction only limits vehicles to overnight parking, Sandy City encourages vehicle owners to keep the streets clear when snow is on the ground. Parking on the street after a snow storm makes it difficult for snow plows to clear the streets. It also makes for hazardous driving for other vehicles trying to maneuver through the deep snow. If a car is plowed-in following a storm, the snow may freeze making it nearly impossible to move the car.

## What will happen if I do park my vehicle overnight?

The Police Department may issue a parking citation, and/or have vehicles that are parked on the street impounded (towed), especially during or shortly after a snow storm.

## The snow plows push snow into my freshly cleared driveway. Isn't there a better way to clear the streets?

Unfortunately, there isn't a better way to clear streets. The snow has to go somewhere, and to make our roads safe, that somewhere is the side of the road. Snowplow blades are designed to push snow to the side of the road. The driver has no other option as to where the snow goes. Homeowners are asked to wait until the street is cleared prior to cleaning out the drive approach.

## How can I help with snow removal?

There are several ways that citizens can help the snow removal effort to proceed quickly and smoothly. First, be aware of the snow plows that are working in your area, and where you are driving. Be careful not to follow too closely, or to block their path. If possible, let the plow pass before you enter an intersection. Second, as you shovel your sidewalks and driveways, do not place the snow in the street. Not only is this against the law, but if it freezes in the street, it can damage the plow, and slow the snow removal operation. Third, when it is snowing, or if a snow storm is coming, remove your vehicles from the street. If vehicles are left in the roadway, the plow must plow around them. This slows down the snow removal operation, increases the chance of accidents, and will increase the amount of snow that you will need to shovel in order to move your vehicle. Vehicles not removed from the roadway may receive a citation or be towed away.

## Who do I call with questions or concerns of snow removal from the street?

For questions regarding snow removal or other public works related issues, please contact the Sandy City Public Works at 568-2999.

# Swimming Pools & Fencing

From Section 15A-11-10 of the Sandy City Land Development Code:

## Swimming Pool Regulations

**A. Private Swimming Pools.** Any private swimming pool not completely enclosed within a building having solid walls shall be set back at least 5 feet from property lines. Any swimming pool shall be completely surrounded by a fence or wall having a height of at least 6 feet. There shall be no openings larger than 36 square inches except for gates which shall be equipped with self-closing and self-latching devices.

**B. Semi-Private Swimming Pools Special Exception.** The Planning Commission may grant a special exception to temporarily or permanently use land in any district for semi-private swimming pools or recreational facilities providing that in all cases the following conditions are met:

1. The facilities shall be owned and maintained by the members and a minimum of 75 percent of the membership must be residents of the neighborhood or section of the subdivision in which the recreational facility is to be located.
2. The area to be used for recreational purposes is of sufficient size to accommodate all proposed facilities, together with off-street parking, where required by the Planning Commission. A landscaped front yard of not less than 30 feet and a landscaped side yard on both sides and rear of not less than 10 feet is required.
3. The area to be developed into a recreational area must be of such size and shape as to cause no undue infringement on the privacy of the abutting residential areas and be in keeping with the design of the neighborhood in which the recreational area is to be situated.

4. A solid wall or substantial fence shall be required around the entire recreational area to a height of not less than 6 feet, no more than 8 feet. The fence across the front of the property shall be constructed no closer to the front property line than the required front setback, unless otherwise approved by the Planning Commission.

5. Under no condition may any type of retail or business facilities, including vending machines, be permitted in the recreational area except those specifically approved by the Planning Commission.

6. Before authorizing the recreational facility, complete plans for the development of the area must be submitted to the Planning Commission. Together with the plans, there must be submitted a detailed outline showing how the area is to be funded, managed, and maintained. The Planning Commission may require a bond by the owners to guarantee performance of the regulations placed as conditions upon which the area is approved. If any of the requirements are not complied with, the authorization will be void.

7. The owners of the proposed recreational facility must have a statement from the owners of all abutting properties and at least 75 percent of the property owners within a radius of 300 feet of said development giving permission to develop a recreational facility. Covenants and conditions regulating the use of the facility shall be submitted to the Planning Commission and the Salt Lake Valley Health Department for review and approval.



## Vehicle(s) - Commercial

From Section 15A-24-04 of the Sandy City Land Development Code: Residential Parking Requirements and Restrictions

### F. Parking of Commercial Vehicles.

1. Parking Location Restrictions. Commercial vehicles parked or stored at a residence must be located within the rear or side yard of the home. Such vehicles may only park within the front yard of a home if it is physically impossible due to natural topography or property boundaries to locate a commercial vehicle within the rear or side yard of the home.

2. Restricted Parking Area. No commercial vehicle shall park or extend within the restricted parking area. The restricted parking area is defined as follows:

#### a. Interior Lots (non-corner lots)

(1) Any area in which parking or storing of the commercial vehicle would create a traffic visibility hazard.

(2) Commercial vehicles less than 24 feet in length and less than 8 feet in height may not be closer than 10 feet from the back edge of the sidewalk (edge closest to the

home) or the public right-of-way.

3) Commercial vehicles between 8 feet and 10 feet in height and less than 30 feet in length shall be parked in the side yard or rear yard.

(4) Commercial vehicles over 10 feet in height or more than 30 feet in length shall not be parked on a residential lot.

(5) Semi-tractors, trailers, or trucks shall not be parked on a residential lot.

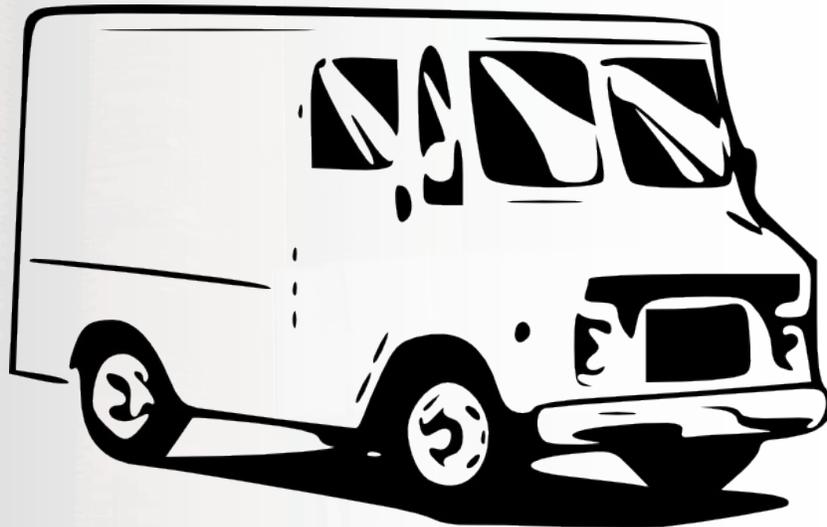
b. Corner Lots. Both frontages shall comply with those standards outlined for parking or storage of commercial vehicles on interior lots and nothing shall intrude into the corner site visibility triangle as defined by this Code.

c. Prohibited Parking Locations. Commercial vehicles shall not be parked or stored within the street right-of-way.

d. Number of Commercial Vehicles Permitted. Only one such vehicle may be parked on a residential lot. A commercial vehicle parked or stored on a residential lot must be owned or apportioned by an occupant who resides at the residence.

e. Storage of Commercial Vehicles. The storage of any commercial vehicles for a period exceeding 72 hours is prohibited except for a bona fide temporary absence of the owner.

g. Enforcement. The authority to enforce the provisions of this Section shall be vested in the Sandy City Police Department and with the Community Development Department.



# Vehicles

## Junk Car Definition/ Vehicle Repair Standards

### From Title 9 - Property Maintenance Ordinance

#### 9-1-2. Definitions.

(n) Junk Vehicles - A junk vehicle is any vehicle that:

- (1) has been made inoperable due to a collision or other violent act; or
- (2) has had parts removed from the vehicle rendering the vehicle inoperable, or contains defective parts making the vehicle inoperable, and has remained in such state for a period longer than thirty (30) days. Portions of junk vehicles, such as hoods, fenders, radiators, rims, motors, etc. not being immediately utilized for the repair of a motor vehicle, shall be considered junk, or
- (3) Is not licensed or registered and is in a condition of deterioration or disrepair, that includes but is not limited to a vehicle that is or has any of the following conditions: dismantled, broken windows, broken head or tail lights, flat tires, no tires, missing doors, missing windows, missing paint, missing fenders, missing hood or missing trunk.

9-1-8. Junk Vehicle/Vehicle Repair Standards.  
(a) Maximum Number. A maximum of one junk vehicle may be stored or repaired upon a lot outside a fully-enclosed permanent structure.

(b) Junk Vehicle Storage. A junk vehicle shall be stored within a fully-enclosed permanent structure, or it shall be stored in compliance with the following requirements:

- (1) On an interior lot, it must be stored on a hard-paved surface e.g. concrete, asphalt, brick or water impenetrable surface in either a side or rear yard.
- (2) On a corner lot, it must be stored on a hard-paved surface e.g. concrete, asphalt, brick or water impenetrable surface in an interior side yard or rear yard not facing a street or, if in a side or rear yard which faces a street, it must be screened from view from the street by a 6-foot opaque fence.
- (3) It shall be covered with a cover manufactured specifically for covering vehicles and which is approved by the Director of Community Development or his designee (tarps are not allowed).
- (4) It must be owned by the occupant of the residence.

(c) Vehicle Repair. A vehicle which is being repaired may be located on a driveway in front of a garage or carport if it complies with all other requirements for storage of a junk vehicle; or it must comply with all requirements for storage of a junk vehicle as set forth above.

- (1) All repairs must be completed within thirty (30) days of notice from the Department of Community Development to repair or remove the vehicle.
- (2) The Community Development Director, or his designee, may grant a maximum of one 30-day extension if the owner provides proof and the Director determines:
  - (A) The repair work has progressed continuously throughout the initial 30-day period; and
  - (B) The owner must show that substantial progress has been made in repairing the vehicle.
- (3) The vehicle shall be removed from the lot upon expiration of thirty days or the additional 30-day extension unless stored as provided in Section 9-1-8(a) and (b).
- (4) The vehicle must be owned by and registered to the occupant of the residence.

# Weeds and Tall Grass

## Why does Sandy City control weed and grass height?

The City has an interest in protecting property values and for providing a safe environment for its citizens. That's why we have adopted a weed ordinance to help reach that goal. By controlling how high weeds can get, we can minimize fire danger and other nuisance problems such as rodents associated with tall grasses.

## How high is too high for weeds and tall grasses?

Your weeds and tall grasses may grow up to six (6) inches in height before you violate the law.

## What types of weeds and tall grasses does the City not require to be cut?

Generally speaking, we do not require that large stands of sage brush be cut. These plants provide stability to the soil, and in most cases, the plants existed before the homes in the neighborhood were constructed. We also allow farmers growing crops such as hay or alfalfa to reach maturity, with the requirement that the irrigation canals be maintained.

## How often must I cut my weeds and tall grasses during the year?

You should cut them as often as necessary to keep the weeds from growing too tall. Generally, this means that you will need to cut them several times during the spring and summer months.

## Why doesn't the City require the weeds to be removed completely?

When vegetation is completely stripped from the ground, the soil becomes ripe for soil erosion. Oft times, it is not uncommon for the same residents calling about weeds to call several weeks later to complain about the dust clouds from the bare ground. That is why we encourage individuals cutting weeds to leave the root system in place to stabilize the property.

## What happens if I refuse to cut the weeds on my property?

The City may hire a private contractor to cut the weeds for you and bill you for the costs incurred, plus an administrative fee. If you refuse to pay, a lien will be placed upon your property. The City may also begin legal proceedings to force you to cut the weeds. Failure to comply with the weed control ordinance is a misdemeanor, which carries monetary penalties and/or days in jail.

## I want to comply, but I have trouble meeting the deadline stated in the notice. Will the City prosecute me immediately?

If you contact the City and ask for a reasonable time extension, the City is more than happy to work things out with you. The City would much rather have voluntary compliance than to go through the criminal process. The City's goal is compliance through education. However, please keep in mind the need to bring your property into compliance to avoid the possible penalties.



# What Every Sandy City Business and Property Owner Should Know

Sandy City Businesses are required to maintain surrounding landscape and attend to general property maintenance. It is the responsibility of the property owner to ensure that all portions of their property is properly maintained even if the property is not currently occupied by a tenant.

Sections 15A-23-13 & 15A-25-02(G) of the Sandy City Development Code also requires that each property owner maintain their landscaping and property in good order. These sections read as follows:

## 15A-23-13 GENERAL MAINTENANCE

Property (including all buildings, landscaping, fences, walls, drives, parking lot surfacing and striping, signs, or other structures) shall be maintained in good repair and in accordance with the approved site plan for the project. - Roads and pavements shall be kept true to line and grade and in good repair. Drainage ditches shall be kept clean and free of any obstructions.

## 15A-25-02(G) MAINTENANCE

1. It shall be the responsibility of the property owner to properly maintain land-scaped areas in accordance with the approved site plan and landscape plan, which includes watering, mowing, proper pruning, fertilizing, the removal and replacement of dead plant materials in a timely manner, and the maintenance of irrigation systems to eliminate waste of water.
2. All pruning shall be accomplished according to good horticultural standards. Trees shall be pruned only as necessary to promote healthy growth.
3. Unless approval is otherwise provided by the Director, trees shall be allowed to attain their normal size and shall not be severely pruned up from the ground or "hat racked" in order to permanently maintain growth at a reduced height. Pruning trees solely for the purpose of exposure is prohibited.
4. Pruning trees for traffic safety reasons shall be reviewed and approved by the City Transportation Engineer.

In addition, Section 15A-25-01 (C) of the Sandy City Development Code states that it is the responsibility of each property owner to maintain all landscaping out to the curb line of the street in front of their property. That section reads as follows:

15A-25-01(C) PARKSTRIP MAINTENANCE  
Parkstrip maintenance shall be the responsibility of the adjacent property owner. Proper maintenance shall include the removal of all weeds (regardless of height) and debris. Adjacent property owners are required to landscape and beautify the parkstrip with approved streetscape materials. Unless otherwise approved by the Public Works, Public Utilities, and Parks and Recreation Departments, placement of concrete slabs or other impenetrable material, other than approved hard surface materials, as set forth below, within the parkstrip is prohibited.

*If you have questions or need clarification regarding the Ordinances above, please contact Gil Avellar in our Planning Department at [gavellar@sandy.utah.gov](mailto:gavellar@sandy.utah.gov) or call (801) 568-7262.*

# What Every Sandy City Resident and Property Owner Should Know...

Whether a premises is owner-occupied or not, the property owner, lessee/tenant or occupant must comply with the following:

## Accessory Structures

- The size of any accessory structure depends on the size of your lot.*
- If your lot is 14,999 sq. ft. or smaller you are allowed to build up to 750 sq. ft. or 25% of your rear yard, whichever is less.
  - If your lot is between 15,000 - 19,999 sq. ft. you are allowed up to 1,000 sq. ft. or 25% of your rear yard, whichever is less.
  - If your lot is between 20,000 - 39,999 sq. ft. you are allowed up to 1,500 sq. ft. or 25% of your rear yard, whichever is less.
  - If your lot is between 40,000 sq. ft. or larger you are allowed up to 2,000 sq. ft. or 25% of your rear yard, whichever is less.

*The height depends on what zone district you are located in.*

- If your within an R-1-12 or smaller you are limited to 8 feet in the side yard and 15 feet in the rear yard.
- If your within an R-1-15 zone district or larger you are limited to 8 feet in the side yard and 20 feet in the rear yard.
- Any structure over 200 square feet requires a building permit.
- All structures must be at least 6 feet from the main home.
- Setbacks from side and rear property lines must be a least three feet and may not be located within utility easements without consent from the affected utilities.
- Contact the Planning Division at 568-7256 for easements and setbacks.

## Accessory Apartments/Short-Term Rentals

- Accessory apartments located in a residential zone are required to obtain a Conditional Use Permit from the Planning Commission.
- All short term and ski rentals (less than 30 days) are not permitted.
- For information please contact the Planning Division at 568-7256.

## Addressing

- Each residence and business in Sandy must post address numbers on the building exterior to facilitate emergency response and public services.

## Building Permits

- A building permit is required to construct, alter, attach to, repair or convert any part of a home, including electrical, mechanical, gas or plumbing. For questions or permit requirements, please call 568-7250.

## Businesses - Home Occupations

- A Sandy Business License must be obtained by any resident prior to conducting any business from a home.
- Only one commercial vehicle is permitted to park at a residence and must park within the side or rear yard of a home if physically possible. The vehicle must be owned or apportioned by the occupant who resides at the residence.
- No commercial vehicle may park within a restricted parking area.
- For Business License Assistance please call 568-7252 or the Planning Division 568-7256 for more residential parking information.

## Fences, Walls and Screens

- Fences, walls and screens shall be painted, stained or constructed of decay resistant materials and maintained in good condition.

## Garbage/Waste and Receptacles

- Property owners shall not deposit, store, maintain or collect, junk, junk vehicles or rubbish on their property. Garbage is to be placed in a receptacle. No liquid garbage shall be deposited with any garbage/rubbish. All kitchen garbage shall be drained of all moisture and wrapped in paper before being placed in the garbage container.

- Garbage cans/receptacles must be kept in a clean and sanitary condition by the owner or person using the same. They must be tightly covered at all times and be protected against flies.
- All garbage and rubbish receptacles shall not be stored within the front yard setback of a home, or in the case of corner lots, within the front and side setback adjacent to public streets, except during the time period set aside for garbage collection.

## Landscaping Maintenance

- Yard and setback areas visible from the street, including parkstrips, must be landscaped. Landscaping shall be installed within six (6) months of occupancy or the next planting period- whichever comes first. This time frame allows the owner to choose the most appropriate time to plant trees and other landscaping to ensure the survival of plant material.
- Landscape or xeroscape shall include a mixture of the following live and decorative surfacing to meet the necessary ground surface requirements: sod, grass, ground cover, bark, chips, crushed stone, mulch material, trees, shrubs, vines and other plant materials (excluding weeds). Structural features such as fountains, pools, statues and benches shall also be considered part of the landscape but such objects alone shall not meet the requirements of landscaping.
- Landscaping shall be maintained in good condition and adequately watered (according to water-wise conservation guidelines) so as to present a healthy, neat and orderly appearance at all times. Landscaping should be mowed, groomed, trimmed, pruned and kept visually insect and weed free so as to not detract from the appearance of the immediate neighborhood. Irrigation systems shall also be maintained to eliminate water loss due to damaged, missing or improperly operating sprinkler system components.
- Dead or unhealthy plant material shall be replaced within six (6) months or the next planting period (Spring or Fall). Defective or damaged landscape features shall be removed, replaced or repaired within three (3) months.

## Noise

- Noise from radios, televisions, stereos, music instruments or similar devices may not be audible at the property line from 10 pm to 7 am
- Noises created by construction work or the use of domestic power equipment may not be audible between 9 p.m. and 7 a.m.
- For complaints or noise disturbances call Police Dispatch at 840-4000.

## Parking/Recreational Vehicles

- Vehicles must be parked upon a hard surface. It is prohibited to park in that have been landscaped or are designated for future landscape.
- There is no overnight parking on the road between Nov 1 and April 30.
- No parking on the road during or 24 hours after a snowstorm.
- Recreational vehicles parked or stored at a residence must be located within the rear or side yard of a home if or unless physically possible. Please contact the Planning Division for further information. 568-7256.

## Pets

- No more than six (6) household pets are allowed per residence and no more than two dogs are allowed without a hobby license. For information regarding agricultural animals or zoning please contact the Planning Division 568-7256 or for assistance with barking dogs call Animal Services 352-4450.

## Signs

- No temporary or banner signs are allowed in landscape areas of a residential area except for a real estate “for-sale” sign. These may not be located in the parkstrip areas.

### Exception:

- Campaign signs may be posted 30 days before a primary election and 45 days prior to a general election. Signs must be placed upon a residents private property and should not obstruct visibility for cars or pedestrians. All signs must be removed by the Monday following the election.

For more information regarding signs call the Planning Division 568-7269.

## Snow Removal

- Owner’s/occupants are required to remove snow from all sidewalks adjacent to property within 24 hours after a snowfall.

## Structure and Lot Maintenance

- Residences shall be maintained such that all occupied rooms and other interior areas will be weather-tight, water-tight, rodent proof, fit for human habitation and constructed according to adopted building codes.
- All buildings and exteriors shall be structurally maintained to achieve a presentable appearance which avoids blight and hazardous conditions. These include: walls, roofs, cornices, chimneys, drains, towers, porches, landings, decks, fire escapes, stairs, signs, windows, doors, awnings and all other surfaces.
- Exterior open space around the dwelling(yards, walks, parking areas, driveways, steps, pavers, hardscape) shall be maintained and proper drainage with suitable ground treatment to prevent soil erosion provided.

## Water Use and Protection

- Sprinkling and irrigation systems shall not be operated between 10 a.m. and 6 p.m. This excludes drip or bubbler systems.
- The city storm water system is intended to route rainwater off the streets, but it unfortunately takes all urban runoff with it. This includes chemicals, trash and debris from lawns, parking lots and streets. Be

aware of what you’re sending “downstream”.

- For questions or complaints call Public Utilities at 568-7280.

## Vehicle Restoration and Repair

- A maximum of one junk vehicle may be parked or stored upon a lot outside a fully-enclosed permanent structure. If on a corner lot and located adjacent to the street, the junk vehicle must be screened from view from the street by a 6-foot opaque fence. All junk vehicles shall be covered with a cover manufactured specifically for covering vehicles (no tarps allowed). Earth tone colors are encouraged (beige or brown tones) for vehicle covers.
- All areas utilized for the parking of vehicles shall be paved with a hard surface, e.g., concrete, asphalt, brick, or other water impenetrable surface. This includes the front yard, side yard, and rear yard of the home. It is prohibited to park upon areas that have been landscaped or are reserved for future landscaping.

### Exceptions:

- A 6 inch gravel base complying with City specifications may be used for the storage of recreational vehicles. This area must be kept weed free.
- Single family residential properties with animal rights will be allowed to store animal transport trailers. These trailers are not required to be parked on a gravel or hard surface but must be parked within the rear setback of the home.
- Passenger vehicles used for daily transportation located at a residence that existed prior to hard surface parking requirements (concrete or asphalt) are exempt from this requirement. The resident bears the burden of proof relative to this exception.

## Weeds and Empty Lot Maintenance

- Weeds may not be more than six-inches in height and any weed cuttings must be removed from the premises.

*To report a violation,  
call Sandy Code Enforcement at 568-7254.*

# Yard - Front Yard Ordinances

## What part of my home is considered the front yard?

Generally speaking, the area directly in front of your home is considered the front yard. This includes your driveway, the street parking area, and the side area beside your driveway. The diagram below illustrates the areas considered the front yard.

## Am I required to care for the grassy strip (known as a parkstrip) between the sidewalk and the curb in front of my home?

Yes you are. Residents are encouraged to beautify the parkstrip with grass or other landscape material. You should keep all weeds cut and remove all rubbish, etc. that may accumulate there.

## Should I keep all weeds cut in my yard?

Yes. City Ordinance and Board of Health regulations require that property owners keep their weeds cut to a six (6) inch height or less. As a home owner, you may want to remove them completely to beautify your home and your neighborhood.

## Can I park my recreational vehicle or boat in my driveway for storage?

No. Current Ordinance requires that you recreational vehicle or boat be parked either within your side yard, or rear yard, or at an alternative site. The only time a recreational vehicle is allowed to park in the front yard is if it is physically impossible due to natural topography or property boundaries.

## Why?

Many ask why they aren't allowed to park what they want within the front yard of a home. Primarily, it is to preserve the character of the neighborhood and to maintain the integrity of the distance setback requirements for the zone area. RVs and boats tend to stay parked for long periods of time between use and can become a traffic safety hazard. Adjacent home owners may have a difficult time seeing around your RV to look for oncoming traffic or pedestrians.

## Am I prohibited from parking on the sidewalk and parkstrip area?

Yes. You must park your vehicle entirely upon private property, and must not create a traffic hazard (such as blocking views for safe travel). This means that all vehicles parked within a driveway must not block the sidewalk at all.

Parking is not allowed on the parkstrip area (this is the landscape area between the curb and sidewalk).

## Is there a time limit when I can place my garbage cans out to the curb?

Yes. You may place your garbage cans out on the curb within twenty-four (24) hours prior to your scheduled garbage pick-up day. You must retrieve your garbage cans within twenty-four (24) hours after your garbage has been collected.

## Am I required to keep my sidewalk clear of snow?

Yes. You are required to shovel the snow completely from the sidewalk adjacent to your property within twenty-four (24) hours after the end of a snow storm. Oft times this will mean repeated clearings. Sidewalks should be kept clear of ice and other winter debris to allow for safe passage by pedestrians. Primarily, the sidewalks should be kept clear to allow our school children a safe way to walk to school.

## Are there restrictions on fencing in a front yard?

Yes. Fences may be no higher than three (3) feet within the front yard area of a home. Please see the handout pertaining to fences.

# Accessory Buildings

## What are the setbacks for accessory building?

Eave projections shall not encroach more than 4 inches into the setback area. Accessory buildings shall be constructed in such a manner that the water runoff does not infringe onto adjoining property, the setback areas are kept free of weeds, trash and debris. Accessory buildings located 3 feet or less from the property line shall have concrete, asphalt, or other approved surface between the property line and accessory building.

- 2' from side and rear property lines (if built closer than 5 feet from the property line, the structure shall be required to comply with International Residential Code).
- 10' from dwelling on adjacent lot.
- 30' from front property line.
- 6' from main dwelling (Accessory buildings less than 6 feet from the main dwelling must meet the setback of the main dwelling of the underlying zone. If the accessory building cannot meet the setback of the main dwelling, it shall be setback 6 feet from the main dwelling).

*\* Additional setbacks may be required for Lots with Multiple Street Frontages and where accessory structures exceed 15' in height.*

*\* An accessory structure may be located between the main dwelling unit and the front property line, adjacent to a street, if the structure complies with maximum height and size requirements. These structures must be at least 6-feet from the main dwelling and 2-feet from the property line. No structures are allowed within the sight visibility triangle. These structures will not be allowed to have access to the public right-of-way closest to the structure, unless the Transportation Engineer reviews and approves the location based upon safety of pedestrians and vehicular access.*

*If the adjacent interior lot has a driveway within 10 feet of the rear property line of the corner lot, the structure must be setback at least 10 feet from both the front and rear property lines.*

## What restrictions are there for accessory building for lots that have streets on both the front and the back?

Any accessory building on a lot with multiple street frontages is subject to additional setbacks from the property line abutting a street if the building is over 10 feet in height. Additional height is allowed at a rate of one additional foot of height for each additional foot of setback

(in excess of 10 feet) to a maximum height allowed within the zone.

A 6 foot opaque fence is required if an accessory building is constructed along a street frontage to provide screening. A shorter non-opaque fence may be used if the property is located in a zone with an A designation. The height restriction and fencing requirement shall apply up to the point that a rear setback of 15 feet has been reached. If the accessory building is under 10 feet in height (measured to the peak of the roof), no additional setback is required.

## Can I build an accessory building within a public utility easement on my lot?

Accessory buildings shall not encroach upon any easement or right-of-way without proper written release or acknowledgment from all utility and drainage companies. Copy of such release/acknowledgment shall be presented at time of building permit application.

## How big can I build an accessory building?

The size of any accessory structure depends on the size of your lot. If your lot is 14,999 sq.ft. or smaller you are allowed to build up to 750 sq. ft. or 25% of your rear yard, whichever is less.

If your lot is between 15,000 - 19,999 sq. ft. you are allowed up to 1,000 sq. ft. or 25% of your rear yard, whichever is less.

If your lot is between 20,000 - 39,999 sq. ft. you are allowed up to 1,500 sq. ft. or 25% of your rear yard, whichever is less.

If your lot is between 40,000 sq. ft. or larger you are allowed up to 2,000 sq. ft. or 25% of your rear yard, whichever is less.

No single accessory building shall exceed 1,500 sq feet. A maximum of 2 accessory buildings area permitted on a property, except for those zones with an AA@ designation.

**\*\*Maximum Accessory Structure Size for Corner Lots between the Main Dwelling Unit and the Front Property Line, Adjacent to a Street:**

If your lot is 7,999 sq. ft. or smaller you are allowed up to 100 sq. ft. with a maximum of 10 ft tall.

If your lot is between 8,000 sq. ft. - 9,999 sq. ft. you are

allowed up to 150 sq. ft. with a maximum of 10 ft tall.

If your lot is 10,000 sq ft. - 14,999 sq ft. you are allowed up to 200 sq. ft. with a maximum of 10 ft tall.

If your lot is 15,000 sq. ft. or larger you are allowed up to 250 sq. ft. with a maximum of 10 ft tall.

### What if I want to build more than what is allowed?

The total maximum square footage of all accessory buildings on the property may be increased up to twenty-five percent (25%) larger than the permitted size upon receipt of a Conditional Use Permit from the Sandy City Planning Commission. However, the Planning Commission may not approve any accessory structure over twenty-five percent (25%) of the rear yard. For properties with an AA@ designation, the total maximum square footage of all accessory buildings on the property may be increased up to fifty percent (50%) larger than the permitted size through a Conditional Use Permit. The Planning Commission shall consider the scale of the building(s) in relation to the immediate surroundings, the nature of the zone and land uses in the immediate vicinity, architectural design, landscaping, access, proposed use, impact upon adjacent properties, in addition to other criteria normally considered during the Conditional Use Permit process. The Planning Commission may require additional setback from side and rear property lines as a condition of approval.

### What is the maximum height of an accessory building?

The height depends on what zone district you are located in. If your within an R-1-12 or smaller you are limited to 8 feet in the side yard and 15 feet in the rear yard.

If your within an R-1-15 zone district or larger you are limited to 8 feet in the side yard and 20 feet in the rear yard.

Detached structures exceeding 15 ft in height, shall increase the minimum setback one foot for each one foot of additional height up to the minimum setback for the primary dwelling. However, if the accessory building abuts a property line that is adjacent to a commercially zoned property, then no additional setback is required. This requirement may also be waived by the Planning Commission through a Conditional Use Permit process.

### Can I build taller than what is allowed?

A building may be built taller, up to the maximum building height for a permitted dwelling within the zone in which it is located, upon receipt of a Conditional Use Permit

from the Sandy City Planning Commission.

Other general requirements for accessory buildings.

- Accessory buildings are only allowed on properties where a main dwelling or building exists except as provided in the Residential Standards - Zoning for Animals.
- Separate meter connections for electricity, water, sewer, or gas utilities are not permitted for accessory build-ings.
- Generally, accessory structures and build-ings shall be designed and constructed as to be compatible with the architectural components of the main dwelling or building. However, if the accessory structure is intended to be an outdoor animal domicile, other standards may apply, such as, location, visibility, scale, general aesthetics in the immediate vicinity, etc.
- Accessory buildings in the side yard shall be screened from view from access streets and adjacent proper-ties by a 6 foot opaque type screening unless located in a zon-ing district with an AA@ designation.
- These provisions do not apply to childrens= play equip-ment, flag poles, light poles, stand alone arbors, or other similar structures.
- A maximum of 2 accessory buildings are permitted on a property. This restriction does not apply to zones with an A designation.
- Shipping containers, semitrailers, boxcars, Portable On Demand Storage (PODS), temporary carports, canopies, tents, or similar structures may not be installed or main-tained on a residential lot for longer than 30 days, or up to 6 months with a valid building permit for construction on the property.

# Appeals

## How to appeal a Zoning Enforcement or Administrative Decision

### What kinds of decisions may be appealed?

Decisions by the Zoning Administrator or other City administrative official involving the City's zoning ordinance. You may appeal, for example, if the City staff denies your request for a sign permit or any other planning approval. Even if your application has been approved, you may appeal any conditions that may have been attached to that approval. You may also appeal an alleged error made by the Zoning Administrator regarding enforcement of a zoning ordinance against your property. As a citizen, you may appeal the approval or disapproval of any planning permit request by anyone.

### Who considers appeals?

Typically, the Board of Adjustment shall hear and decide any appeal for a decision applying the land use ordinance. There are some circumstances where the Director of the Community Development Department shall review and decide request for minor variances or other matters established by the City Council. The City Council shall review all appeals from a decision made by the Planning Commission regarding Conditional Use Permits.

### How long do I have to appeal a decision?

An appeal of a decision of a land use authority to an appeal authority must be filed in writing to the Community Development Department within 10 calendar days of the date the land use authority issues a written decision or approval of the minutes of a meeting at which the decision is made (if applicable) whichever occurs first.

### How long before a hearing will be held.

Usually within 30 days. During this time, any enforcement action is suspended, but the permit is held valid until a decision is reached by the appeal authority.

### Is there a fee for filing an appeal?

Yes. A schedule of fees is available in the Community Development Department offices.

### Is there any way to appeal a decision made by the Board of Adjustment?

Yes, through the courts. You must file an appeal within 30 days after the decision is made. No person may challenge in District Court until that individual has exhausted all administrative remedies. The filing of a petition and its review will be governed by the Land Use Development and Management Act in Utah Code Annotated.

### Is there any way to appeal a planning ordinance decision by the City Council?

Yes, through the courts.

# The Board of Adjustment

## What is the Board of Adjustment?

The Board of Adjustment is a quasi-judicial body charged with the responsibility to provide for just and fair treatment in the administration of the Sandy City Zoning Ordinances, and to ensure that substantial justice is done. This is accomplished by the granting of variances and the ruling on alleged errors.

## How many members make up the Board of Adjustment?

The Board is made up of five (5) regular members and two (2) alternates whom the Mayor, with the consent of the City Council, appoints. However, only five (5) members may vote on any appeal brought before them.

## Who are the members of the Board of Adjustment?

The members of the Board of Adjustment are ordinary citizens of Sandy. They are not employees, but citizens with their own vocations who are willing to donate time to the City. The Board members do not answer to the Mayor, City Council, or Planning Commission, and can, act as an independent, quasi-judicial body.

## What is a variance?

A variance is permission by the City to waive or alter a standard requirement of the Development Code (Zoning Ordinance). For example, a developer or property owner may ask that a structure be allowed closer to the property lines than is allowed by code. State Law requires that certain findings must be met in order for a variance to be granted. These findings are explained on the information sheet #4 titled AHow to apply for a variance@.

## What is an alleged error?

An alleged error is asking the Board to interpret a section of the Development Code (Zoning Ordinance). For example, you may feel that a staff member is interpreting a section of the Code too narrowly or strictly. You would then ask the Board to clarify the interpretation of the Code.

## What happens at the public hearing?

The Board Chairperson will call the meeting to order and explain briefly the order of the meeting. The first item will then be introduced by the Chairperson, a staff report will then be given by a staff member. The applicant will be asked to present evidence in his/her behalf, and then comment from other concerned citizens will be solicited. If you wish to comment on any item on the agenda, wait for the Chairperson to open the meeting to public comment.

## What types of actions will the Board take?

At the conclusion of the hearing, the Board will deliberate to reach a conclusion. A motion will be made and seconded, and then a roll call vote will then be taken. The Board can either approve the request, deny the request, or continue the request to a future meeting.

## Can decisions of the Board be appealed?

Yes. You may appeal any decision of the Board of Adjustment to District Court. The appeal must allege that the Board acted improperly (either in procedure or in substance). The court will then either uphold the Board's decision or overturn it.

# Planning Commission

## What is the Planning Commission?

The Sandy City Planning Commission is a seven member citizen board appointed by the City Council. The Planning Commission makes a variety of decisions on diverse items of importance to the City and its residents. The following is a guide to Planning Commission meetings.

## Citizen Participation

Citizen input into the planning process is very important and the Planning Commission makes every effort to encourage meaningful participation.

Comments are also encouraged from neighborhood associations and individuals. The Planning Commission is appreciative of the time required for everyone to participate and tries to reduce the time required and maximize opportunities for input.

## The Agenda

The Planning Commission agenda is prepared and distributed one week before the meeting. The agenda clearly indicates the order and type of cases to be considered. Only issues listed on the agenda will be discussed unless a member of the Commission requests that an item be scheduled.

## The Meeting

As mentioned previously, you are encouraged to speak during the public hearings. Speakers must address only the determinations or criteria the Planning Commission must consider. It is encouraged to limit comments to 3 minutes and avoid repeating comments.

## The process for a public hearing is as follows:

- Staff Presentation
- Developer/Project Applicant Presentation
- Open Public Comment (if item has been noticed to the public)
- Close Public Comment
- Planning Commission Deliberation
- Planning Commission Motion

The process will be similar for items that are not official public hearings.

If there has been public input on a case and it has been tabled, the Commission will not accept additional public comment. However, members of the Commission may ask questions of various people to clarify information.

## After the Meeting

Following the meeting, the Secretary will issue a Planning Commission Decision to the applicant for each case. The letter will explain the Commission's decision and the next step in the process. Questions regarding meeting times and procedures should be directed to:

Sandy City Community Development Department  
10000 S. Centennial Parkway  
Sandy, Utah 84070  
Phone: 801-568-7250

# Special Exceptions

## What is a Special Exception?

A Special Exception is a use that the Planning Commission or Community Development Director may approve in accordance with specific standards. Generally, this is handled in a public meeting.

## What is an example of a Special Exception?

The Planning Commission may approve only certain Special Exceptions that are outlined in the Land Development Code (Zoning Ordinance). The following are the Special Exceptions that can be reviewed by the Planning Commission:

- Authorize the alteration, movement or enlargement of or addition to a building or structure or sign occupied by a nonconforming use.
- Permit construction on a nonconforming lot.
- Where a parcel of land was at least 1-1/2 times as wide and 1-1/2 times as large in area as required for a lot in the district at the time this Code was adopted, permit the division of the parcel into two lots. The person requesting the special exception must show that the land in question qualifies for this exception. This provision will not be considered for Historic Sandy.
- Where a zone boundary line divides a lot which was in single ownership at the time of passage of this Code, the Planning Commission may permit, as a special exception, the extension of the regulations for either portion of the lot not to exceed 50 feet beyond the district line into the re-maining portion of the lot.
- Permit the installation of an electrical transmission line above ground provided the Planning Commission finds that exposure to electrical magnetic fields and other risks and adverse impact to land value and aesthetics will be reasonably mitigated by prudent avoidances measures.
- Permit a structure which is attached to the dwelling structure (attached structure) to extend into the required side yard setback provided the owner/applicant complies with a number of requirements.
- Retaining walls shall be stepped and separated horizontally by a minimum of 5 feet if the wall will exceed five feet in height. The Planning Commission may grant a special exception to this criteria where it can be shown that this provision would cause an unreasonable hardship to the property, e.g. where the stepping would eliminate the side or rear yard leaving the property owner with a strip of unusable yard space (less than five (5) feet), or where it may not be practical due to adjoining uses).

# Variances

## What is a variance?

A variance is permission by the City to waive or alter a standard requirement of the Development Code (zoning ordinance). For example, a developer or property owner may ask that a structure be allowed closer to the property lines than is allowed by code. A variance is never granted to allow uses which are not already permissible within a zoning district.

## When would I need a variance?

A variance is needed when there is some hardship associated with a property that is keeping that property from being used in a way generally enjoyed by property owners in the area. You may request a variance, for example, when the property on which you are building is unusually narrow or has some other topographical hardship.

## What conditions must exist in order for a variance to be granted?

There are five findings, that by law must be made before a variance can be granted.

1. Literal enforcement of the land use ordinances would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinance.
2. There are special circumstances attached to the property that do not generally apply to other properties in the same area.
3. Granting of the variance is essential to the enjoyment of a substantial property right possessed by others in the same area.
4. The variance will not substantially affect the General Plan and will not be contrary to public interest.
5. The spirit of the land use ordinance is observed and justice done.

## Who decides whether to approve a variance?

The Sandy City Board of Adjustment. This is a group of five citizens that have agreed to volunteer. They do serve five year terms and are appointed by the Mayor.

## How long does the process take?

Normally, about four to six weeks. This period will be longer if you appeal the decision of the Board of Adjustment to the District Court.

## What documents do I need to submit?

- A completed application form signed by the property owner.

- 8 copies of the site plan which are drawn to scale showing lot dimensions, locations of existing and proposed structures, and distances between all improvements and property lines. One site plan shall be at least 8.5" by 11".

- Building elevations and floor plans (if applicable).

- A detailed letter to the Board answering the questions on the Variance application.

- A receipt showing full payment.

- Names and address of all property owners within 300 feet of the subject area on mailing labels, which will be used for the public hearing notice. You can obtain these addresses from the Salt Lake County Recorders Office. Make sure you take a copy of the Sandy City application, you may not get them otherwise.

## What is involved in the public hearing?

In most cases, five (5) days prior to the hearing, you and neighboring property owners within 300 feet will receive a notice about the time and location of the hearing. At the hearing, the Board of Adjustment will consider all the evidence presented by the Community Development Department, you, and other interested parties. The final decision will be based on an evaluation of the property, the surrounding neighborhood and all testimony and evidence presented at the hearing. You will be notified of the decision after the close of the hearing and will also receive a letter from the Community Development Department containing a copy of the hearing minutes.

## What is a Staff Report?

The Planning Staff will create a report from the information provided by you as part of the application. Staff will indicate the exact acreage, street frontages, current use of land, and other general informational items. Staff will also provide any additional information that you may not have been aware of regarding the questions you answered on the application.

## Can the decision be appealed?

You or anyone else who is dissatisfied with the decision may appeal the Board of Adjustments decision to the District Court. To appeal you must file the appropriate documents within 30 days of the final decision.