



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
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Code Amendment Requirements

Revised April 2014

Information Required For a Complete Submittal

1. The applicant/property owner shall submit the following information to the Community Development Department:
 - a. **Completed General Development Application Form** (Including proof of ownership of property or proof that applicant is a certified agent for property owner for a Code Amendment Request.)
 - b. **Neighborhood Meeting/Discussion (*may be required, as determined by Staff*)**, with residents within a certain notification area. If directed by Staff, contact the area neighborhood coordinator first to schedule a meeting time. Your neighborhood coordinator is:
Name _____ Phone _____
Address _____
 - c. **Letter formally requesting the Code Amendment** and stating the reasons for the request.
 - d. **Filing Fees** -Verify fee with Staff
2. The application should be filed no later than 3 weeks prior to the desired public hearing date before the Planning Commission. The Planning Commission generally meets on the 1st and 3rd Thursday of each month.
3. The Planning Commission may consider the following items when reviewing the proposed Code Amendment:
 - a. Is the change reasonably necessary?
 - b. Is it in the public interest?
 - c. Is it in harmony with the objectives and purposes of the future development of Sandy City?
 - d. Is the change consistent with the General Plan?
4. The Planning Commission will make a recommendation from their meeting to the City Council on the proposed Code Amendment. The City Council shall schedule a public hearing to discuss the proposed Code Amendment a minimum of 15 days but not more than 45 days following the review by the Planning Commission. Notice of such hearing shall be published in at least one newspaper of general circulation in Sandy City at least 15 days prior to such hearing.
5. The City Council, following the public hearing, will pass a motion either approving or denying the requested Code Amendment. Their decision is final. If the request is approved, an official Ordinance will be drawn up, signed and published.