

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE ° P.O. BOX 1480
PARK CITY, UT 84060
(435) 615-5060



CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION OF HISTORIC STRUCTURES

For Office Use Only

PLANNING COMMISSION	PROJECT PLANNER	APPLICATION # _____
APPROVED _____	_____	DATE RECEIVED _____
DENIED _____	_____	EXPIRATION _____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - FAX #: () -
EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () -
EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

SUBMITTAL REQUIREMENTS – All of the following items must be included in order for the Planning Department to process the application.

1. Completed and signed application form.
2. CAD Review Fees -- \$300.00 Please be aware that additional fees may be charged for the City's review of the proposal. Any additional analysis required will be processed through the City's consultants with an estimate of time/expense provided prior to an authorization of the study
3. A written statement describing the project that outlines the overall intent and scope of work. Descriptions shall also indicate the project's compliance with the CAD Hearing Specifications in the Land Management Code § 15-11-19.

Information regarding the following

4.
 - a) For non-income producing properties (Owner occupied Single-Family Dwellings and non-income producing institutional Properties):
 - i) The purchase price of the property, the date of the purchase, and current financing arrangements and form of ownership, or other means of acquiring the property, such as a gift or inheritance.
 - ii) Market value of the property at the time the property was purchased.
 - iii) Nature, extent, and cause of deterioration and/or damage, if any, to the property from date of ownership to present.
 - iv) The condition of the property at the time of application and when purchased, and whether it was occupied at the time of application and when purchased.
 - v) The type and extent of maintenance of the property during ownership.
 - vi) The assessed value of the land and improvements thereon for the two (2) most recent assessments.
 - vii) Real estate taxes for the previous four (4) years.
 - viii) An itemized statement of the annual maintenance and operating costs for the previous two (2) years.
 - ix) All appraisals obtained, if any, for the previous two (2) years by the owner or applicant in connection with purchase, financing or ownership of the property.
 - x) Annual debt service, if any, for the previous two (2) years.
 - xi) Any listing of the property for sale, or rent, price asked and offers received, if any.
 - xii) An opinion of an experienced real estate professional, such as an appraiser, architect, engineer or developer, as to whether the property may be beneficially used as a single-family dwelling or institutional use in its current condition or if renovated, if such a renovation is economically feasible.
 - xiii) The fair market value of the property at the time of CAD application.
 - xiv) Cost estimates of demolition and post-demolition plans, as well as proof of financial ability to complete the replacement project.
 - xv) A statement of potential return on investment based on existing or new uses, including cost of rehabilitation and supplementary new construction, and using fair market value for the property, a "reasonable" rate of return on investment, and prevailing rehabilitation and rental rates in the area.
 - xvi) The costs and engineering feasibility of rehabilitation.
 - xvii) All available reports, if any, on the structural condition of the property.
 - xviii) Form of ownership.
 - xix) Type of occupancy.
 - xx) Any other reasonable information that the CAD Board or the applicant determines to be relevant to demonstrate economic hardship or lack thereof.
 - b) For income-producing properties:

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- i) All of the information above, excluding ix, plus the following additional information:
 - (1) Annual gross income from the property for the previous two (2) years.
 - (2) Rental rates for the previous two (2) years.
 - (3) Any income from the property at the time it was purchased or immediately prior to that time.
 - (4) Depreciation deduction and annual cash flow, if any, for the past two (2) years.
 - (5) A statement of potential return on investment based on existing or new uses, including cost of rehabilitation, and supplementary new construction, and using fair market value for the property, a “reasonable” rate of return on investment, and prevailing rehabilitation and rental rates in the area.
 - (6) Anticipated income from the property after demolition of the structure(s).
 - (7) Periods of vacancy during ownership.
 - (8) Describe efforts to fill any vacancy if any vacancies occurred during term of ownership.
 - (9) List any normal improvements to the property that were added during ownership to retain and/or attract tenants.

5. An electronic Excel spreadsheet with property owner, Summit County Assessor Parcel Number, and mailing address for properties within 300 feet, measured from the property line. Template is available through <https://www.parkcity.org/departments/planning>.

The CAD Hearing Board, upon review of the CAD Application, may request additional information as deemed appropriate.

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PROJECT DESCRIPTION

1. On a separate sheet of paper, provide a general description of the proposal and attach it to the application (See Submittal Requirement #2).
 2. Existing Zoning: _____
 3. Is the project within the Sensitive Lands Overlay?
 Yes No
 4. Current use of the property: _____
 5. Total Project Area: _____ acres _____ square feet
 6. Project access via: (check one)
 Public Road Private Road Private Driveway
 7. Occupancy type: (check one)
 Owner Occupied Lease Nightly Rental
 Condominium Timeshare
 8. Utility service availability:
 Existing Requires extension of City service
-
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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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