BUILDING RELOCATION APPLICATION CHECKLIST

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fee: $100 + $60 Noticing Fee

Staff will review the application and check the boxes if the information has been submitted. As part of the application, please provide the following:

1. Drawings

☐Electronic PDF plans submitted with application online at provo.org/portal that show:

2.☐A plot plan of the proposed new site showing all boundary lines, adjacent lots on all sides, all structure and improvements, means of access, and the location of the building proposed to be moved.

3.Supplementary Information

Not all of this information is required for every application, but may be required later in the review process.

- ☐ A description of the building to be moved, giving construction materials, dimensions, number of rooms, condition of exterior and interior, date of construction, and an estimate of its present value.
- ☐ The present location of the building, giving city and street address or legal description of its present site.
- ☐ A complete legal description of the lot on which said building is proposed to be located and the street address.
- ☐ Photographs of the building showing front, rear, and side elevations; and such other photos of the building or site as may help to portray the proposal.
- ☐ Photographs of the buildings or homes within the immediate neighborhood where the building is going to be located.
- ☐ Any additional information which the Planning Commission may find necessary in making a fair determination of whether the application should be approved.

Please note the following:

1. That prior to transporting the building to the new location, the applicant must arrange for an inspection from the Provo City Building Inspection Division. A building permit will be required if the building is to be located within the City limits.

2. The applicant must receive approval from the Design Review Committee (for compatibility purposes with the surrounding neighborhood).

3. An Administrative Public Hearing is required prior to the relocation of the building. Notices of public hearings required by this Title before the Board of Adjustment shall be given at least fifteen (15) calendar days before the hearing by publication or at least once in a newspaper of general circulation within Provo City. Such notice shall state the time and place of such hearing and shall include a general explanation of the matter to be considered and a general description of the area affected. Additional notice may be given as deemed necessary. (Am 1992-75, Am 1995-99, Am 2003-17)