



# GRANTSVILLE CITY GENERAL PLAN AMENDMENT AND REZONE CHECKLIST

**Please note that our processes are being continually improved. Verify that you are using the most updated version of the checklist.**

**A complete application must consist of the following:**

- 1. Submission online at -  
<https://grantsvilleut2.portal.iworq.net/portalhome/grantsvilleut2>
- 2. A legal description of the entire property boundary or portion of the property for which the rezone is being requested.
- 3. A **Radius Report** obtained from Tooele County Recorder's office, **self-sealing envelopes, mailing labels and first-class postage** for all property owners located within 500 feet of subject property boundary. A **plat map** from the recorder's office (this will be included with radius report from the County) showing the property and all adjoining properties around it. **DO NOT PUT MAILING ADDRESSES ON ENVELOPES!** **Addresses must be from Tooele County Recorder's Office!** (This can be ordered online at <https://tooeleco.org/government/elected-officials/recorder-surveyor/> )
- 4. Payment of \$500.00 non-refundable General Plan Amendment fee.
- 5. Payment of \$1,500.00 non-refundable Rezone fee.

**NOTE:** A Rezone goes before both the Planning Commission and the City Council, with a public hearing being held before the Planning Commission on the first Thursday of the month. The Planning Commission will consider and recommend approval on the third Thursday of the same month. This application must be turned in to the Zoning Administrator 28 days before the meeting that you would like to be on.