

**TEMPORARY USE PERMIT
APPLICATION CHECKLIST**



***Incomplete applications will not be accepted or held.
All required items shall be submitted.***

Notice: All submitted temporary use permit applications shall be reviewed in accordance with §6-16 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees approval by a certain timeframe. It is strongly advised that all checklist items be submitted and fees be paid well in advance of any anticipated deadlines.

Staff Review	Applicant Review	ITEM	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Temporary Use Fee = \$50
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Approval or Affidavit Form	Letter of approval from the property owner(s), or the attached affidavit form.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Use Description	Provide a complete description of the temporary use. Please include details on the product to be sold and timeframes for the temporary use.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic plans containing all of the following items: <ul style="list-style-type: none"> • All access points for traffic (Exit, Enter, Interior Driving Lanes, etc.) • All parking within the property • Exact location of structure or area being use for the Temporary Use. • Location and availability of all restroom facilities. Owner must include permission to use facilities in letter of approval. • Include drawings and dimensions of all structures being used and how they are being anchored and/or set up. • Must show where all garbage and/or recyclable goods and waste will be located and details on how it will be disposed of.
<input type="checkbox"/>	<input type="checkbox"/>	Insurance	Temporary Use Permit applicants shall provide proof of liability insurance for the benefit of the City when deemed necessary by the Zoning Administrator for public health and safety reasons. Such insurance shall at least: <ul style="list-style-type: none"> • Name the City as an additional insured; • Hold the City harmless from any claim arising from personal injury or property damage resulting from the temporary use; and • Provide that the insurance cannot be canceled prior to giving the City at least ten (10) days written notice of such cancellation.
<input type="checkbox"/>	<input type="checkbox"/>	Signs used for Temporary Activity	A separate Sign Permit may be required. Please provide a detailed list where the sign(s) are being located as well as a detailed drawing of the sign, its overall size, material and what the sign will say.

**TEMPORARY USE PERMIT
APPLICATION AFFIDAVIT**



PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my (our) application, I (we) understand I (we) am (are) responsible to ensure the application complies with the Draper City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application; and
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application.

Optional:

I (we) authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____