

**ACCESSORY DWELLING UNIT PERMIT
APPLICATION CHECKLIST**



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

Notice: All submitted accessory dwelling unit permit applications shall be reviewed in accordance with §9-5-210 and §9-31 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"/>	Property Ownership Affidavit Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Affidavit Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Accessory Dwelling Unit Permit Fee = \$450
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Sewer Service	One of the following: <ul style="list-style-type: none"> • A copy of the current sewer bill for the primary dwelling. • For properties on septic, evidence of septic system maintenance including pumping records for the previous 12 months or certificate of approval from the health department.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic site plans containing all of the following items: <ul style="list-style-type: none"> • Property boundaries and dimensions. • Layout of existing and proposed buildings and parking. • Building setbacks from property line.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic floor plans of all floors.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	<ul style="list-style-type: none"> • For new construction, architectural elevations for all four sides of the structure, including proposed colors and materials. • For existing structures, digital photographs of all four sides of the existing building.

**ACCESSORY DWELLING UNIT 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;
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application; and
- I (we) acknowledge the primary dwelling must be occupied as the primary residence of the property owner of record and in the case of an I-ADU, the ADU must be rented for a time period of 30 consecutive days or longer.

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: _____

**ACCESSORY DWELLING UNIT PERMIT
PROPERTY OWNERSHIP AFFIDAVIT**



I (we), _____, as the property owner (s) for the property located at _____ swear that I (we) am (are) the owner (s) of record and that I (we) occupy the primary dwelling on the property as my (our) primary residence. I (we) further swear that I (we) will continue to occupy the primary dwelling as my (our) primary residence for the duration of the Accessory Dwelling Unit Permit or I (we) will surrender or transfer the permit.

OR

I (we), _____, as the property owner (s) for the property located at _____ swear that I (we) do not currently occupy the primary dwelling as my (our) primary residence, but will occupy the primary dwelling on the property as my (our) primary residence by _____ date. I (we) further swear that I (we) will continue to occupy the primary dwelling as my (our) primary residence for the duration of the Accessory Dwelling Unit Permit or I (we) will surrender or transfer the permit.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____