

**VARIANCE
APPLICATION CHECKLIST**



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

Notice: All submitted variance applications shall be reviewed in accordance with §9-5-110 of the Draper City Municipal Code and all other applicable codes. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. 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	Variance Fee = \$500
<input type="checkbox"/>	<input type="checkbox"/>	Noticing Fee	Includes fee for signs, paper, envelopes, and postage. The noticing fee will be determined at time of submittal. Actual Costs Apply.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic plans drawn to scale no smaller than 1" = 20' containing all of the following items;; North arrow; Name of project; Applicant's name; Site address; Date of drawing; Property boundaries and dimensions; Layout of existing and proposed buildings, parking, landscaping, and utilities; Adjoining property lines, owners, and uses within 100' of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Building elevation, floor plan, or any other pertinent information when applicable or required.
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Variance being Sought	A statement identifying the specific provision of the Zoning Ordinance which the variance is being requested for and the precise variance being sought.
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Characteristics	A statement by the applicant of the characteristics of the subject property that prevent compliance with the provisions of the Zoning Ordinance and the resulting unnecessary hardship.
<input type="checkbox"/>	<input type="checkbox"/>	On a separate sheet of paper, respond to the following questions:	<ol style="list-style-type: none"> 1. Does literal enforcement of the Zoning Ordinance cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Zoning Ordinance? If yes, why? 2. Are there special circumstances attached to the property that do not generally apply to other properties in the same district? If yes, what are they?

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			<ol style="list-style-type: none">3. Is granting this variance essential to the enjoyment of a substantial property right possessed by other properties in the same district? If yes, why?4. Will the variance substantially affect the Draper City General Plan, & will it be contrary to the public interest? If no, why?5. Will the spirit of the Zoning Ordinance be observed & substantial justice be done if the variance is granted? If yes, why?

**VARIANCE
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 my (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: _____