

**CONDITIONAL USE PERMIT
APPLICATION CHECKLIST**



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

Notice: All submitted conditional use permit applications shall be reviewed in accordance with §9-5-080 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	Conditional Use 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"/>	Statement of Variance Applicability	A statement indicating whether the applicant will require a variance in connection with the proposed conditional use. (See DCMC 9-5-110).
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Compliance with Standards	A statement by the applicant demonstrating how the conditional use permit request meets the approval standards of DCMC 9-5-080(E).
<input type="checkbox"/>	<input type="checkbox"/>	Overview of Proposed Use	A written narrative describing the nature of the conditional use, including information about the proposed use (describe the proposed use, including information such as required parking, hours of operation, expected patrons and/or employees, proposed site improvements, etc.). Include details of reasonably anticipated detrimental effects to adjacent properties and the neighborhood (such as traffic or noise), and any mitigation measures being proposed to alleviate those effects.
<input type="checkbox"/>	<input type="checkbox"/>	Images, Graphics, material and color specifications	Any images, graphics, or additional information to better demonstrate the use or activity.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Analysis	<i>MAY BE REQUESTED</i> – if required by the City Engineer or Planning Commission

**CONDITIONAL USE PERMIT
APPLICATION AFFIDAVIT**



PROPERTY OWNER

STATE OF UTAH }
 }
COUNTY OF SALT LAKE } ss

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: _____