

Community Development Department
1020 E Pioneer Road, Draper, UT 84020
(801) 576-6399 | Fax (801) 576-6526
www.draperutah.gov
planning@draperutah.gov



Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for a Master Area Plan. This packet includes the minimum information that you will need to prepare to file a complete submittal so that your application can be processed in a timely manner.

The following materials have been included in this application packet:

- Master Area Plan Application Form
- Master Area Plan Application Checklist
- Affidavit Form

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Master Area Plan request, all of the items listed on the Master Area Plan Checklist will be required at the time of submission of your application. Please note that additional information may be requested at the City's discretion.

All application materials are to be submitted in electronic PDF format. Please email application and application materials (or a link to where the application materials can be downloaded from) to planning@draperutah.gov. The submittal materials will be verified and when found to comply with minimum submittal requirements, the applicable application fees will be calculated and invoiced. Please note that pursuant to Utah Code §10-9a-509(1)(c) land use applications are not deemed complete until the application is submitted in a form that complies with the requirements of applicable ordinances and all applicable application fees have been paid.

Once your application is accurately submitted with all required documents and required fees paid, the initial review of your application will begin. Reviewing agencies have three weeks for review on initial application submittals, and two weeks for every submittal thereafter. Once your application is approved you will be able to apply for a Site Plan or Subdivision in order to develop the property.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Master Area Plan, please feel free to contact the Planning Division at (801) 576-6399 or planning@draperutah.gov. The Draper City Municipal Code and Consolidated Fee Schedule can be accessed at <http://www.draperutah.gov>. Thank you for your interest in Draper City, and we look forward to working with you.

Sincerely,

Draper City

**MASTER AREA PLAN
APPLICATION FORM**



Project Information

Project Name:

Project Address:

Parcel Number(s):

Project Description:

Present use of the subject property:

Main Point of Contact

Main Point of Contact Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

Applicant / Agent

Applicant(s) Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

Property Owner(s)

Property Owner(s) Name(s):

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**MASTER AREA PLAN
APPLICATION FORM**



Attorney

Attorney Name:

Mailing Address:

City:	State:	Zip:
-------	--------	------

Cell Phone:	Email:
-------------	--------

Engineer

Engineer Name:

Mailing Address:

City:	State:	Zip:
-------	--------	------

Cell Phone:	Email:
-------------	--------

Architect

Architect Name:

Mailing Address:

City:	State:	Zip:
-------	--------	------

Cell Phone:	Email:
-------------	--------

Notice: The applicant must submit copies of the Master Area Plan to be reviewed by the City in accordance with the terms of the Draper City Code. Once a set of Master Area Plans are submitted, the plans are subject to compliance reviews by the various city departments and may be returned to the applicant for revision if the plans are found to be inconsistent with the requirements of the City Code and all other applicable City ordinances. All submitted Master Area Plan proposals shall be reviewed in accordance with §9-14-060 of the Draper City Code. Submission of Master Area Plan in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is strongly advised that all Master Area Plan be submitted well in advance of any anticipated deadlines.

*** The application you are submitting may become a public record as defined by the Utah State Government Records Access and Management Act (GRAMA). Draper City will comply with all applicable provisions of this law, which may include the disclosure of the information you have provided in this application.**

FOR OFFICE USE ONLY

Received By:	Date Received:	Date Fees Paid:	Application Number(s):
--------------	----------------	-----------------	------------------------

Project Name/Parent File:	Land Use:	Zone:
---------------------------	-----------	-------

**MASTER AREA PLAN
APPLICATION CHECKLIST**



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

Notice: All submitted master area plan applications shall be reviewed in accordance with § 9-14-060 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 Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	_____ Master Area Plan Fee: \$2,000.00 _____ Master Area Plan Major Amendment: \$2,000.00 _____ Master Area Plan Minor Amendment: \$200.00
<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 & Word Copy	The final Master Area Plan (MAP) in word and PDF versions, including the following as outlined in DCMC Section 9-14-060(C) <ul style="list-style-type: none"> • Narrative <ul style="list-style-type: none"> ○ Contact information of the applicant and owners of the project. ○ A letter confirming review of the proposed MAP by the Architectural Control Committee for the property. ○ A general description of proposed land uses, parking plan and public use space elements to be included in the MAP area. ○ A general description of the transportation systems within the MAP area, including auto, bicycle, and pedestrian circulation and connectivity. ○ A general description of major stormwater drainage and other utility systems anticipated and existing. ○ Contemplated development guidelines, architectural, and site design standards for the MAP area. ○ A general description of the estimated sequence and timing of development of the MAP area. ○ A comprehensive sign program. ○ An economic analysis proving that there is sufficient commercial product for any TSD-1 and TSD-2 intensity area to produce revenue positive results to the city.

**MASTER AREA PLAN
APPLICATION CHECKLIST**



Staff Review	Applicant Review	ITEM	NOTES
			<ul style="list-style-type: none"> ○ A land use analysis identifying acceptable ratios of uses. • Graphics <ul style="list-style-type: none"> ○ A conceptual drawings identifying the general location of the proposed land uses by area and indicating the anticipated range of residential and commercial densities. ○ A conceptual drawing identifying the general location of any auto, bicycle, pedestrian, and trail networks. ○ A Conceptual drawing identifying the general location of any parks or major public use spaces. ○ Maps and legal description of the boundaries of the MAP areas, including the boundaries for each area designated as TSD-1, TSD-2, and TSD-3 • Parking reduction Information, if requested. • Transportation facilities and infrastructure information. • Stormwater, water quality, and drainage information.
□	□	Natural Resources Inventory (NRI)	<p>NRI, if applicable See Draper City Municipal Code Chapter 9-24 to see if NRI is required for your site.</p>

**MASTER AREA PLAN
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: _____