



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 Nonconforming Expansion. 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:

- Nonconforming Expansion Application Form
- Nonconforming Expansion Application Checklist
- Affidavit Form

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Nonconforming Expansion request, all of the items listed on the Nonconforming Expansion 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. The Zoning Administrator will contact the Appeals and Variance Hearing Officer notifying them of the application and begin coordinating a hearing date that works for all parties. If your application is approved you will be able to apply for a Site Plan or Building Permit in order to develop the property.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Nonconforming Expansion, 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

**NONCONFORMING EXPANSION
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: _____	

**NONCONFORMING EXPANSION
APPLICATION FORM**



Attorney

Attorney Name:

Mailing Address:

City:	State:	Zip:
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Cell Phone:	Email:
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Other

Name:

Mailing Address:

City:	State:	Zip:
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Cell Phone:	Email:
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Notice: The applicant must submit copies of the nonconforming expansion to be reviewed by the City in accordance with the terms of the Draper City Municipal Code. Once application is submitted, the plans are subject to reviews by the various city departments to verify conformance with §9-6-050 of the Draper City Code and will be forwarded to the Appeals and Variance Hearing Officer prior to any hearing. Submission of a nonconforming expansion application in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is strongly advised that all applications 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):
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Project Name/Parent File:	Land Use:	Zone:
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**NONCONFORMING EXPANSION
APPLICATION CHECKLIST**



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

Notice: All submitted nonconforming expansion applications shall be reviewed in accordance with §9-6-050 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	Nonconforming Expansion Fee = \$200
<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 Expansion being Sought	A statement identifying the specific enlargement or expansion to the height, area, or yard to be made to the nonconforming structure.
<input type="checkbox"/>	<input type="checkbox"/>	On a separate sheet of paper, respond to the following questions:	<ol style="list-style-type: none"> 1. How is the expansion compatible with the neighborhood and is there a detrimental effect on the community? 2. What is the effect of the expansion on traffic, value adjacent and nearby properties, and the availability of adequate public facilities and services?

**NONCONFORMING EXPANSION
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: _____