

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 Deviation Application. 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:

- Deviation Application Form
- Deviation Application Checklist
- Affidavit Form

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Deviation request, all of the items listed on the Deviation Application 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 will review the application for conformance with Draper City Municipal Code and notify you if there are any deficiencies found in your application. Once your application is approved you will be able to apply for Land Disturbance and Building Permits.

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

**DEVIATION
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: _____	

**DEVIATION
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 Deviation request to be reviewed by the City in accordance with the terms of the Draper City Municipal Code. Once a set of Deviation 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 Deviation proposals shall be reviewed in accordance with Titles 9 and 17 of the Draper City Municipal Code. Submission of a Deviation application in no way guarantees approval by a certain timeframe. It is strongly advised that all Deviation 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):
Project Name/Parent File:	Land Use:	Zone:	

**DEVIATION
APPLICATION CHECKLIST**



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

Notice: All submitted deviation applications shall be reviewed in accordance with Titles 9 and 17 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"/>	Application Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Deviation Fee = \$50
<input type="checkbox"/>	<input type="checkbox"/>	Deviation Request Letter	A letter outlining the following: <ul style="list-style-type: none"> • The specific deviation requested. • The code section allowing for the deviation. • An analysis of how the proposed development complies with the applicable standards and findings for the requested deviation.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic plans showing the deviation. Such plans may include: <ul style="list-style-type: none"> • Site Plan. • Landscape Plan. • Building Elevations. • Survey.

**DEVIATION
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: _____