



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 an Accessory Dwelling Unit Renewal Permit. 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:

- Accessory Dwelling Unit Renewal Permit Application Form
- Accessory Dwelling Unit Renewal Permit Application Checklist
- Property Ownership Affidavit Form
- Application Affidavit Form

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Accessory Dwelling Unit Renewal Permit request, all of the items listed on the Accessory Dwelling Unit Renewal Permit 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 continue renting out your accessory dwelling unit.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Accessory Dwelling Unit Renewal Permits, 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

**ACCESSORY DWELLING UNIT RENEWAL PERMIT
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:

**ACCESSORY DWELLING UNIT RENEWAL PERMIT
APPLICATION FORM**



Attorney

Attorney Name: _____

Mailing Address: _____

| | | |
|-------------------|--------------|------------|
| City: _____ | State: _____ | Zip: _____ |
| Cell Phone: _____ | Email: _____ | |

Other

Name: _____

Mailing Address: _____

| | | |
|-------------------|--------------|------------|
| City: _____ | State: _____ | Zip: _____ |
| Cell Phone: _____ | Email: _____ | |

Notice: The applicant must submit copies of the Accessory Dwelling Unit Renewal Permit to be reviewed by the City in accordance with the terms of the Draper City Municipal Code. Once a set of Accessory Dwelling Unit Renewal Permit 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 Accessory Dwelling Unit Renewal Permit proposals shall be reviewed in accordance with §9-5-210 and §9-31 of the Draper City Municipal Code. Submission of Accessory Dwelling Unit Renewal Permit application in no way guarantees approval by a certain timeframe. It is strongly advised that all Accessory Dwelling Unit Renewal Permit 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: _____ | |

**ACCESSORY DWELLING UNIT RENEWAL PERMIT
APPLICATION CHECKLIST**



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

Notice: All submitted accessory dwelling unit renewal permit applications shall be reviewed in accordance with §9-5-210 and §9-31 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 | Accessory Dwelling Unit Renewal Permit Fee = \$50 |
| <input type="checkbox"/> | <input type="checkbox"/> | Application Affidavit Form | |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Ownership and Compliance Affidavit Form | |

**ACCESSORY DWELLING UNIT RENEWAL PERMIT
PROPERTY OWNERSHIP AFFIDAVIT**



I (we), _____, as the property owner (s) for the property located at _____ swear that I (we) am (are):

- (1) The current owner (s) of record;
- (2) Occupy the primary dwelling on the property as my (our) primary residence;
- (3) The ADU remains in compliance with applicable ordinances in DCMC Section 9-5-210 and 9-31, and all conditions under which the initial permit was approved;
- (4) That continued use the ADU will comply with all applicable ordinances and the conditions of the initial ADU permit.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)
Residing in Salt Lake County, Utah
My commission expires: _____