



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 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 Permit Application Form
- Accessory Dwelling Unit 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 Permit request, all of the items listed on the Accessory Dwelling Unit 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 apply for a building permit to construct your accessory dwelling unit and once occupancy is granted you will be able to rent your accessory dwelling unit.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Accessory Dwelling Unit 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 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 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 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 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 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 Permit application in no way guarantees approval by a certain timeframe. It is strongly advised that all Accessory Dwelling Unit 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 PERMIT
APPLICATION CHECKLIST**



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

Notice: All submitted accessory dwelling unit 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"/>	Property Ownership Affidavit Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Affidavit Form	
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee	Accessory Dwelling Unit Permit Fee = \$450
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Sewer Service	One of the following: <ul style="list-style-type: none"> • A copy of the current sewer bill for the primary dwelling. • For properties on septic, evidence of septic system maintenance including pumping records for the previous 12 months or certificate of approval from the health department.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic site plans containing all of the following items: <ul style="list-style-type: none"> • Property boundaries and dimensions. • Layout of existing and proposed buildings and parking. • Building setbacks from property line.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	Set of schematic floor plans of all floors.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) PDF Copy	<ul style="list-style-type: none"> • For new construction, architectural elevations for all four sides of the structure, including proposed colors and materials. • For existing structures, digital photographs of all four sides of the existing building.

**ACCESSORY DWELLING UNIT PERMIT
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;
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application; and
- I (we) acknowledge the primary dwelling must be occupied as the primary residence of the property owner of record and in the case of an I-ADU, the ADU must be rented for a time period of 30 consecutive days or longer.

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: _____

**ACCESSORY DWELLING UNIT PERMIT
PROPERTY OWNERSHIP AFFIDAVIT**



I (we), _____, as the property owner (s) for the property located at _____ swear that I (we) am (are) the owner (s) of record and that I (we) occupy the primary dwelling on the property as my (our) primary residence. I (we) further swear that I (we) will continue to occupy the primary dwelling as my (our) primary residence for the duration of the Accessory Dwelling Unit Permit or I (we) will surrender or transfer the permit.

OR

I (we), _____, as the property owner (s) for the property located at _____ swear that I (we) do not currently occupy the primary dwelling as my (our) primary residence, but will occupy the primary dwelling on the property as my (our) primary residence by _____ date. I (we) further swear that I (we) will continue to occupy the primary dwelling as my (our) primary residence for the duration of the Accessory Dwelling Unit Permit or I (we) will surrender or transfer the permit.

(Property Owner)

(Property Owner)

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

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____