

SHORT-TERM RENTAL PERMIT APPLICATION CHECKLIST



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

Notice: All submitted Short-Term Rental Permit applications shall be reviewed in accordance with §9-5-215 and §9-43 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
☐	☐	Application Form	
☐	☐	Application Affidavit Form	
☐	☐	Application Fee	Short-Term Rental Permit Fee = \$450
☐	☐	One (1) PDF Copy	Set of schematic site plans containing all of the following items: • Property boundaries and dimensions. • Layout of existing buildings, driveways, and parking. • Building setbacks from property line. • Table showing the number of bedrooms and sleeping areas available for rent, the maximum occupancy that can be accommodated, and the number of parking spaces.
☐	☐	One (1) PDF Copy	Set of schematic floor plans of all floors containing all of the following items: • Identification of the total areas to be rented. • The use of each room and the square footage of bedrooms and sleeping areas. • Locations of smoke and carbon monoxide alarms, and fire extinguishers.
☐	☐	Host Urgent Response Info	The name and telephone number of the host who will be available to provide an urgent response to complaints and issues. Pursuant to §9-43-030(C) the host must be available by telephone 24 hours per day during an active rental and be able to physically respond, or if unavailable, designate a responsible party with decision-making authority to physically respond to the short-term rental within 30 minutes of any legitimate complaint or issue.

**SHORT-TERM RENTAL PERMIT
PROPERTY OWNERSHIP 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 that there are no existing private covenants, conditions, or restrictions prohibiting the property from being used as a short-term rental.

Optional:

I (we) authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application as a host 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: _____



DRAPER CITY

Short-Term Rental Good Neighbor Guidelines

Welcome! We are glad you have chosen to visit our City.

This home is located in a residential community, and we ask all guests to be friendly, courteous, and respectful of the neighbors and help maintain a peaceful environment.

1. Emergencies & Host Contact

If at any time you have concerns about your stay in this home, please contact the host immediately. A contact number will be posted in the unit. For life-threatening emergencies, call 911. For reporting crimes that are not in progress, filing police reports, or speaking with a police officer regarding non-urgent matters, call Draper Police at (801) 840-4000.

2. Fire Safety

A fire extinguisher is provided in this home for your use in an emergency. The home is also equipped with smoke alarms and carbon monoxide detectors for your safety. Please do not tamper with or disable these devices.

3. Events

Commercial events are not permitted during your stay in this home.

4. Noise

Please ensure that you and your guest do not make excessive noise which would disturb the neighbors, especially between 10:00 pm and 7:00 am. Please also be mindful of the noise you make when arriving and leaving if it occurs late at night or early in the morning.

5. Parking

This home should have enough parking so that guests can park on the property at all times. Do not block driveways, mailboxes, sidewalks, or neighboring properties. Do not park or drive on lawns.

6. Occupancy Limits

Do not exceed the maximum number of guests on your reservation for this home.

7. Maintenance

Be sure to pick up after yourself and keep the neighborhood clean. Dispose of trash properly in designated bins.

8. Pets (if allowed)

If you bring pets, please keep them under control at all times and promptly clean up after them. Draper City requires pets to be on leash when being walked.

Thank you for being a good neighbor while you visit our City!