



Millcreek City Hall
 1330 East Chambers Avenue
 Millcreek, Utah 84106
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millcreekut.gov

Change of Use Application Checklist

18.15.030 Administrative Decisions-Other Land Use Decisions (C) (5)

CHECK BOX WHEN COMPLETED	SUMMARY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Completed and Signed Millcreek Land Use Application.	
<input type="checkbox"/>	Notarized Property Owner Affidavit.	
<input type="checkbox"/>	Application Fee.	
<input type="checkbox"/>	Letter of Intent describing the proposed change of use.	
<input type="checkbox"/>	Any other relevant supporting documentation, photographs, maps and studies.	
CHECK BOX WHEN COMPLETED	PROPERTY SURVEY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<i>A property survey showing, at a minimum:</i>		
<input type="checkbox"/>	Property boundaries.	
<input type="checkbox"/>	Topographical Survey identifying existing and proposed building elevations, ground and elevation contours, property boundaries and any easements and encroachments.	
<input type="checkbox"/>	The location and type of easements, covenants, or other property restrictions.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of all existing buildings, structures, and utilities, including water utilities.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of existing trees measured at four inch (4") caliper or greater.	
<input type="checkbox"/>	Location of any sensitive lands features.	
CHECK BOX WHEN COMPLETED	SITE PLAN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Location of existing buildings and structures.	
<input type="checkbox"/>	Location of existing off-street and on-street parking areas, and the total number of parking spaces.	
<input type="checkbox"/>	A summary table showing floor area by proposed use, required parking by proposed use.	
<input type="checkbox"/>	Location, design, and cross-sections of existing driveways, accesses, or paths.	
<input type="checkbox"/>	Number, size, height, and location of all proposed signs.	
<input type="checkbox"/>	Location of existing fire hydrants.	
<input type="checkbox"/>	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	
CHECK BOX WHEN COMPLETED	REQUIRED STUDIES	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Geological Hazards Study, if required.	
<input type="checkbox"/>	Parking and Traffic Impact Study, if required.	
<input type="checkbox"/>	Photometric Study, if required.	