



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

Variance Application Checklist

18.15.040 Administrative Decisions-Nonconformities and Variances (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.	
<input type="checkbox"/>	A description of the specific land use ordinance from which a variance is requested.	
<input type="checkbox"/>	A narrative explanation describing how request satisfies the approval criteria for variances.	
<input type="checkbox"/>	A summary of other pre-application meetings, if required.	
<input type="checkbox"/>	A completed Sensitive Lands Review Checklist, if required.	
<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 all existing buildings on adjacent properties.	
<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 proposed buildings or building additions.	
<input type="checkbox"/>	Table identifying floor area by use, required parking by use, materials percentages, percentages of doors and windows, minimum lot size requirements, residential amenities if required, and open space requirements.	
<input type="checkbox"/>	Location, design, and cross-sections of proposed streets, driveways, lanes, or paths.	
<input type="checkbox"/>	Landscape plan showing location and type of proposed plantings and trees to be preserved.	
<input type="checkbox"/>	Setbacks and buffers as required by the relevant zoning or landscaping standard.	
<input type="checkbox"/>	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	

<input type="checkbox"/>	Site Grading and Drainage Plan.	
CHECK BOX WHEN COMPLETED	BUILDING FLOOR AND ELEVATION REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Proposed building massing and height.	
<input type="checkbox"/>	For buildings in an R-1 or R-2 zone, indicate the location of the building envelope for the existing building and the proposed expansion.	
<input type="checkbox"/>	Proposed building elevations, including building color and materials.	
<input type="checkbox"/>	Proposed building floor plans.	
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.	