



Expansion of Noncomplying Structure Application Checklist

18.15.040 Administrative Decisions-Nonconformities and Variances (B) (5)

Millcreek City Hall
1330 East Chambers Avenue
Millcreek, Utah 84106
801-214-2700
millcreekut.gov

CHECK BOX WHEN COMPLETED	SUMMARY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Completed and Signed Millcreek Land Use Application.	
☐	Notarized Property Owner Affidavit.	
☐	Application Fee.	
☐	Letter of Intent describing the request for an expansion or enlargement of a noncomplying structure.	
☐	A narrative describing how the proposal to expand or enlarge a noncomplying structure satisfies the approval criteria for expansions or enlargements of noncomplying structures.	
☐	An applicant may not apply for an expansion or enlargement of a noncomplying structure unless the application has obtained a nonconformities determination for the structure. Include a copy of a formal decision from Millcreek regarding the nonconformities determination.	
☐	A summary of other pre-application meetings, if required.	
☐	A completed Sensitive Lands Review Checklist, if required.	
☐	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>		
☐	Property boundaries.	
☐	Topographical Survey identifying existing and proposed building elevations, ground and elevation contours, property boundaries and any easements and encroachments.	
☐	The location and type of easements, covenants, or other property restrictions.	
☐	Location of existing rights-of-way and right-of-way centerlines.	
☐	Location of all existing buildings, structures, and utilities, including water utilities.	
☐	Location of all existing buildings on adjacent properties.	
☐	Location of existing trees measured at four inch (4") caliper or greater.	
☐	Location of any sensitive lands features.	
CHECK BOX WHEN COMPLETED	SITE PLAN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Location of proposed buildings or building additions.	
☐	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.	
☐	Location, design, and cross-sections of proposed streets, driveways, lanes, or paths.	
☐	Landscape plan showing location and type of proposed plantings and trees to be preserved.	

☐	Setbacks and buffers as required by the relevant zoning or landscaping standard.	
☐	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	
☐	Site Grading and Drainage Plan.	
CHECK BOX WHEN COMPLETED	BUILDING FLOOR AND ELEVATION REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Proposed building massing and height.	
☐	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.	
☐	Proposed building elevations, including building color and materials.	
☐	Proposed building floor plans.	
CHECK BOX WHEN COMPLETED	REQUIRED STUDIES	PAGE NUMBER IN PLANS REQUIREMENT IS MET
☐	Geological Hazards Study, if required.	
☐	Parking and Traffic Impact Study, if required.	
☐	Photometric Study, if required.	