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ADAM GARDINER  
RECORDER, SALT LAKE COUNTY, UTAH  
SPENCER RACHEL CRITTENDEN  
12632 S BRIDGEMOOD LN  
DRAPER UT 84020  
BY: CRP, DEPUTY - III 1 P.

October 3, 2017

Attn: Records Office  
Salt Lake County  
2001 S. State Street Suite N1-600  
Salt Lake City, Utah 84190

**RE: POND LANE SUBDIVISION**

To Whom it May Concern:

This letter is to inform you that Draper City Municipal code section 17-8-020 (see below) delegates the decision making responsibility relating to minor subdivisions to the Zoning Administrator. As a result, these applications do not go before the Planning Commission, or Mayor and city Council of Draper City. Therefore, the Zoning Administrator and City Attorney will be the only administrative signatures on minor subdivision plats submitted for recordation from Draper City.

**17-8-020: Staff Authority:**

The zoning administrator, or designee, shall have the ability to approve, approve with conditions, or deny a minor subdivision in accordance with the regulations of this chapter. Alternatively, the zoning administrator may direct that the application follow standard procedure for subdivision approval. The applicant may appeal the decision of the zoning administrator to the city council. (Ord.1075, 11-19-203)

If you have any questions or concerns regarding this, please feel free to contact our office at (801)576-6539.

Sincerely,

Draper City Planner