



**BOUNTIFUL CITY  
PLANNING DEPARTMENT**

**795 SOUTH MAIN STREET  
BOUNTIFUL, UT 84010  
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# INTERNAL ACESORY DWELLING UNIT (ADU) APPLICATION

<i>FOR OFFICE USE ONLY:</i>		
ACTION:	ACTION DATE:	DATE RECEIVED:
PROJECT PLANNER:		

## PROJECT INFORMATION

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT INFORMATION

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_

IF YOU HAVE QUESTIONS REGARDING THE REQUIREMENTS ON THIS APPLICATION OR PROCESS, PLEASE CONTACT THE BOUNTIFUL CITY PLANNING STAFF.

### SUBMITTAL REQUIREMENTS

All of the following items must be included in order for the Planning Department to receive the application and start the review process:

<input type="checkbox"/>	1. Completed and signed application form, including property owner's affidavit, agent authorization (if applicable), and acknowledgement of responsibility.
<input type="checkbox"/>	2. Review fees: \$125.
<input type="checkbox"/>	3. One (1) printed/legible floor plan (11"x17" or larger) and one (1) PDF (submitted electronically) drawn to scale showing:  a. the Internal Accessory Dwelling Unit and the principal dwelling.  b. building code compliance that clearly identifies conditions and/or proposed changes for the Building Official to review. (A subsequent inspection and/or building permit may be required).
<input type="checkbox"/>	4. One (1) printed/legible site plan or recent aerial photograph (11"x17" or larger) and one (1) PDF (submitted electronically) drawn to scale showing compliance with applicable requirements that clearly identifies existing conditions and/or proposed changes. The site plan/aerial photograph shall include:  a. A north arrow, appropriate scale, and the date of the drawing.  b. Street names and address.  c. Existing buildings, walkways, driveways, parking areas, sidewalks, and other significant features of the subject property. Any proposed improvements, i.e., additions.
<input type="checkbox"/>	5. Photographs (8.5"x11" or larger) of the existing single-family dwelling or printed elevations of the proposed structure.
<input type="checkbox"/>	6. Size of the Principal Unit: _____ square feet.
<input type="checkbox"/>	7. Size of the Internal Accessory Dwelling Unit: _____ square feet.
<input type="checkbox"/>	8. Signed and filled out Internal Accessory Dwelling Unit Checklist, see page 3-4.

**ONLY COMPLETE APPLICATIONS WILL PROCESSED AND ACCEPTED.  
APPLICATIONS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION PROVIDED WILL  
BE DEEMED INCOMPLETE AND RETURNED TO THE APPLICANT.**

### INTERNAL ACCESSORY DWELLING UNIT ACKNOWLEDGEMENT CHECKLIST

<b>An internal accessory dwelling unit shall not be approved, and shall be deemed unlawful, unless it meets all the following criteria below.</b>	<b>Property Owner's Initials</b>
1. An accessory dwelling unit is defined as a self-contained dwelling unit within an owner-occupied single-family residence.	_____
2. An accessory dwelling unit shall be permitted only within the Single-Family (SF) Residential Zone, the Residential Multiple (RM) Family Zone, and the Downtown (DN) Mixed Use Zone; and shall not be permitted in any other zone.	_____
3. It is unlawful to allow, construct, or reside in an accessory dwelling unit within a duplex or multi-family residential building or property.	_____
4. It is unlawful to reside in, or allow to reside in, an accessory dwelling unit that has not received a permit or without written authorization from the Bountiful City Planning Department.	_____
5. A maximum of one (1) accessory dwelling unit shall be permitted per lot.	_____
6. A deed restriction limiting the use of a property to a single-family dwelling, prepared by the Bountiful City Planning Director, and signed by all owners of the property on which an accessory dwelling unit is located, shall be recorded with the Davis County Recorder's Office prior to occupancy of the accessory dwelling unit. If a building permit is required, then said deed restriction shall be recorded prior to issuance of the building permit.	_____
7. The property owner must occupy either the principal unit or the accessory dwelling unit as their permanent residence and at no time receive rent for the owner-occupied unit. An application for an accessory dwelling unit shall include proof of owner occupancy as evidenced by voter registration, vehicle registration, driver's license, county assessor records or other similar means required by the Planning Department. Effective April 1, 2022, short term rentals of 30 days or less are prohibited.	_____

- 8. Separate utility meters shall not be permitted for the accessory dwelling unit. \_\_\_\_\_
  
- 9. Any property and any structure that contains an approved accessory dwelling unit shall be designed and maintained in such a manner that the property maintains the appearance of a single-family dwelling. Except as provided below, a separate entrance to the accessory dwelling unit shall not be allowed on the front or corner lot side yard. A separate entrance shall be located to the side or rear of the principal residence. \_\_\_\_\_
  
- 10. An accessory dwelling unit in a basement may share a common entrance with the principal unit, provided each unit has a separate interior door. \_\_\_\_\_
  
- 11. It is unlawful to construct an accessory dwelling unit, or to modify a structure to include an accessory dwelling unit, without a building permit, if applicable. \_\_\_\_\_
  
- 12. Adequate off-street parking shall be provided for both the primary residential use and the accessory dwelling unit, and any driveway and parking area shall be in compliance with this Title. In addition to the parking required for the principal unit at the time of construction, one (1) off-street parking space shall be provided for an accessory dwelling unit. Any additional occupant vehicles shall be parked off-street in City Code compliant parking areas. On-street parking may be utilized in compliance with the current parking limitations outlined in the Bountiful Traffic Code regarding on-street parking. \_\_\_\_\_
  
- 13. An accessory dwelling unit shall have its own dedicated separate entrance from the principal unit in compliance with section 14-14-124(E)(8) and shall not have the appearance of a two-family dwelling (duplex). The separate entrance shall have a walkway in compliance with applicable building codes \_\_\_\_\_
  
- 14. In addition to any other legal or equitable remedies available to Bountiful City, the City may hold a lien against a property that contain internal accessory dwelling unit subject to state law. \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's initials: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

**PROPERTY OWNER’S AFFIDAVIT**

I \_\_\_\_\_, being first duly sworn, depose and say that I am the current owner of the property involved in this application. I have read the application, including the signed acknowledgement of responsibility below, and have attached plans, other exhibits, etc., and I am familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner’s Signature

State of Utah        )  
County of Davis    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

**AGENT AUTHORIZATION**

I, \_\_\_\_\_, the owner of the real property located at \_\_\_\_\_, in Bountiful City, Utah 84010, do hereby appoint \_\_\_\_\_, as my agent to represent me with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner’s Signature

State of Utah        )  
County of Davis    )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: \_\_\_\_\_

### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regards to this request. This application should be processed in my name, and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the Bountiful City Land Use Code for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified of such. I will keep myself informed of the deadlines for submission of material and the progress of this application.

Name of Applicant (printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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*Note: The property owner's affidavit must be signed (and notarized) by each property owner, additional sheets must be submitted in cases of multiple owners. If the applicant is not an owner, the applicant must submit a notarized agent authorization form from all property owners and authorized agents.*

*Additional: If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership. If a Homeowner's Association (HOA) is the applicant than the representative/president must attach a notarized letter stating the request is authorized by the HOA and is in compliance with applicable provisions found in the CC&Rs, By-Laws, Articles of Incorporation, and any applicable regulations pertaining to HOAs, etc.*

## APPLICATION STEPS

### Step 1 - Application Review:

The Planning Department reviews the submitted application for completeness and compliance.

### Step 2 - Deed Restriction:

Once the proposal meets the Code, the Planning Department prepares the Deed Restriction and contacts the property owner.

### Step 3 - Deed Restriction Signature:

The property owner picks up the drafted Deed Restriction, signs/notarizes the Deed Restriction (original copy), and submits it to the Planning Department.

### Step 4 - Record Deed Restriction:

The Planning Director signs the Deed Restriction and the Planning Department records the notice at the County Recorder's Office.

### Step 5 - Approval:

Only after the notice is recorded, the site is approved to be used as a Single-Family Dwelling with an approved internal Accessory Dwelling Unit.