



**BOUNTIFUL CITY
PLANNING DEPARTMENT**

**795 SOUTH MAIN STREET
BOUNTIFUL, UT 84010
801.298.6190
PLANNING@BOUNTIFUL.GOV
WWW.BOUNTIFULUTAH.GOV**

DETACHED ACESORY DWELLING UNIT CONDITIONAL USE PERMIT

FOR OFFICE USE ONLY:

ACTION:	ACTION DATE:	DATE RECEIVED:
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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: \$425.
<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 Detached 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 (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 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, significant features, etc., found on the subject property. d. Existing buildings and significant features found within fifty feet (50') on immediately adjoining the proposed building. e. All existing easements, rights-of-way, and any other restrictions on the use of the property. f. Proposed buildings, walkways, driveways, parking areas, sidewalks, and other significant features of the subject property. g. Topographical details, if the slope of the lot is greater than 10%.
<input type="checkbox"/>	5. Photographs (8.5"x11" or larger) of the existing single-family dwelling.

SUBMITTAL REQUIREMENTS (CONTINUED)

<input type="checkbox"/>	6. Preliminary building elevations drawn to scale of all building elevations illustrating the proposed work demonstrating the following: a. Overall building height measured from average grade and/or any additional diagram(s) necessary to confirm height compliance. b. Proposed doors, windows, materials and call outs, features, etc.
<input type="checkbox"/>	7. Size of the Principal Unit: _____ square feet.
<input type="checkbox"/>	8. Size of the Detached Accessory Dwelling Unit: _____ square feet.
<input type="checkbox"/>	9. Signed and filled out Internal Accessory Dwelling Unit Checklist, see page 4-5.

**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.**

DETACHED ADU ACKNOWLEDGEMENT CHECKLIST

A detached accessory dwelling unit shall not be approved, and shall be deemed unlawful, unless it meets all the following criteria below.

**Property
Owner's
Initials**

I hereby acknowledge the following standards:

1. A detached accessory dwelling unit is defined as a self-contained dwelling unit in a detached accessory structure located on an owner-occupied property. _____
2. A detached accessory dwelling unit shall be a conditional use only within the Single-Family Residential zone, 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 conditional use 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. It is unlawful to construct, locate, or otherwise situate an accessory dwelling unit on a lot or parcel of land that does not contain a habitable single-family dwelling. _____
7. 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. _____

DETACHED ADU ACKNOWLEDGEMENT CHECKLIST (CONTINUED)

- 8. 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. _____

- 9. Separate utility meters shall not be permitted for the accessory dwelling unit. _____

- 10. 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. _____

- 11. 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. _____

- 12. Shall be at least three hundred fifty (350) square feet in size and shall not exceed one thousand two hundred fifty (1,250) square feet. _____

- 13. Shall not be located on a lot with less than eight thousand (8,000) square feet buildable land. _____

- 14. Shall be configured so that any exterior doors, stairs, windows, or similar features are located as far away from adjoining properties as is reasonably possible to provide privacy to those properties. _____

- 15. Shall meet all the setbacks required of an accessory structure. _____

- 16. Shall be located behind the front building line of the principal unit. _____

DETACHED ADU ACKNOWLEDGEMENT CHECKLIST (CONTINUED)

17. The separate entrance of the accessory dwelling unit may be visible from the front or corner lot side yard based on proximity and appropriate mitigation proposed by the applicant and approved by the Administrative Committee. _____

18. Detached accessory dwelling units are subject to additional provisions and standards found in each applicable Zone. _____

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: _____

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.