



**HIGHLAND CITY**

5400 West Civic Center Drive - Suite 1  
Highland, UT 84003  
Phone 772-4515 Fax 756-6903  
Community Development Department

# ACCESSORY DWELLING UNIT REGISTRATION APPLICATION

STAFF USE ONLY  
Application Date: \_\_\_ / \_\_\_ / \_\_\_ Application Number: \_\_\_\_\_ Fee Owed: \$ 25.00  
Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash/Card/Check(Check #: \_\_\_\_\_)  
Application: Approved/Denied Staff Comments: \_\_\_\_\_

## ACCESSORY DWELING UNIT INFORMATION

Address: \_\_\_\_\_

Subdivision / Parcel No: \_\_\_\_\_

Apartment Location (Circle One): Main dwelling/addition Above Attached Garage Basement

Accessory Dwelling Unit Square Footage: \_\_\_\_\_

## Owner Information

Owner Name: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Owner Email Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_



## PROPERTY OWNERS AFFIDAVIT

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

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner, if any)

State of \_\_\_\_\_

County of \_\_\_\_\_

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

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

## AGENT AUTHORIZATION AFFIDAVIT

I (we), \_\_\_\_\_, owner(s) of the real property located at \_\_\_\_\_, in Highland City, Utah, do hereby appoint \_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner, if any)

State of \_\_\_\_\_

County of \_\_\_\_\_

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

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



## ACCESSORY DWELLING UNIT ZONING REQUIREMENTS

1. The accessory dwelling unit shall only be permitted in single-family homes that are owner occupied.
2. Accessory dwelling units shall not be permitted in detached accessory buildings.
3. A minimum of two (2) off-street spaces shall be provided.
4. The minimum 70% front yard landscaping as defined in Section 3-4107 and 3-621, Highland City Development Code shall be provided.
5. No more than one (1) accessory dwelling units shall be considered for each single-family home.
6. The unit and home shall be modified to meet all fire, safety, health and building codes as required by the Building Official and Fire Marshall.
7. The front of the home shall **NOT** be modified in any form that will give the appearance that separate units are incorporated within the home including except separate addresses and mailboxes.
8. The primary entrance for the accessory dwelling units shall be provided for from the rear of the home; a side entrance is allowable in the event that the entrance is camouflaged by property fencing or landscaping and is not visible from the street.
9. Applications for Accessory Dwelling Units shall be made in the Community Development Department on an application form with required documentation and accompanied with appropriate fees as required. All Accessory Dwelling Units shall be subject to review and approval by the Zoning Administrator

## ACCESSORY DWELLING UNIT BUILDING PERMIT REQUIREMENTS

Highland City recommends that you schedule a time with Highland City's Building Official to conduct a home inspection to go over what you are required for your specific home prior to submittal. Please see below for the list of requirements.

1. Smoke Detector in each bedroom. Wired in series with upstairs.
2. Smoke and CO Detector outside of each bedroom. Wired in series with the upstairs.
3. Water Heater strapped to the wall.
4. Kitchen and bathrooms GFCI outlet.
5. Handrail going into basement entrance (if applicable).
6. Guardrail above basement entrance, minimum 34" above grade level (if applicable).
7. 1-hour fire separation between units for ceiling and stairwalls (if applicable).
  - a. 1-hour fire separation requires double sheetrock.
8. Separate Furnace.



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## ACCESSORY DWELLING UNIT OWNER ACKNOWLEDGMENT

In order for registration to be complete, a fee must be paid and the property owner must certify that the following requirements are and will continue to be met at this property.

Any inspections as determined by the Building Official or Fire Marshall must be complete prior to registration being complete.

### Owner Acknowledgment

Owner Initial	
	The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
	The main dwelling is and will remain owner occupied.
	One family, as defined and permitted by the Highland City Development code in Section 10-102, will only occupy the apartment.
	There is only one accessory dwelling unit on the property.
	The accessory dwelling unit is attached to the main dwelling unit either in the basement portion of the home, addition attached to the main dwelling unit, or above an attached garage.
	The property has a <b>minimum of two (2) off-street spaces</b> dedicated to the Accessory Dwelling Unit.
	The accessory dwelling unit shall not be sold or detached by deed.

By Signing this document I being first duly sworn, depose and say that I am the current owner of the property involved in this application; that I have read the above owner acknowledgment and my initials are a statement of understanding.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# OWNER OCCUPIED STATEMENT OF UNDERSTANDING

Date: \_\_\_\_\_

Highland City  
5400 Civic Center Drive  
Highland, UT 84003

Dear Zoning Administrator:

I, \_\_\_\_\_, understand that the zoning in which the proposed building is located **requires** accessory dwelling units to be owner occupied. I acknowledge and understand that I the duly sworn, depose and say that I am the current owner of the property involved and that I will occupy the main dwelling unit of the property. With building permit # \_\_\_\_\_ I am requesting an accessory dwelling unit on my property located at \_\_\_\_\_ lot # \_\_\_\_\_ in the \_\_\_\_\_ subdivision.

Sincerely,

\_\_\_\_\_ and \_\_\_\_\_

## ACKNOWLEDGMENT

STATE OF UTAH            )  
  §  
COUNTY OF UTAH        )

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me the undersigned, a Notary Public of said County and State, \_\_\_\_\_, signer(s) of the foregoing instrument, who are known to me and who acknowledge to me that he/she/they signed the said document freely and voluntarily.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Residing at: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



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## ACCESSORY DWELLING UNIT COMPLIANCE CHECKLIST

In order for registration to be complete, a fee must be paid and the property owner must turn in the below submittals for this property. Any inspections as determined by the Building Official or Fire Marshall must be complete prior to registration being complete. Zoning approval will be required prior to registration being complete.

Review / Submittal Items			
Item No.	YES	NO	
1			Completed Accessory Dwelling Unit application (1 copy).
2			The main dwelling is and will remain owner occupied.
3			Accessory Dwelling Unit Registration Application fee paid. *Any building permit application fees will be paid separate and are based on square footage of unit.
4			Legible drawing of the proposed accessory dwelling unit to scale on a separate 8 1/2"x11" sheet (1 copy). Which shall show the following: 1) Doors / Windows 2) All electrical (Lights and Outlets) 3) All of the engineer's requirements must be on the set of plans
5			Legible site plan on a separate 8 1/2" X 11" sheet (1 copy). Which shall show the following: 1) Property lines 2) Location of existing building and building entrances 3) Proposed building or additions 4) Location of parking stalls for Accessory Dwelling Unit
6			Property Owner Affidavit (1 copy).
7			Property Owner Accessory Dwelling Unit Owner Acknowledgment with initials and signature (1 copy).
8			Owner Occupied Statement of Understanding (1 copy).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**HIGHLAND CITY APPROVAL**

I, \_\_\_\_\_, in accordance with Section 3-624 of the Highland City Development Code, serving in my capacity as the Highland City Zoning Administrator, approve the accessory dwelling unit for the property located at \_\_\_\_\_ Highland, UT 84003 in the \_\_\_\_\_ Subdivision for lot number \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Zoning Administrator

## Accessory Dwelling Unit (ADU) Process

