



**SUPPLEMENTAL APPLICATION PACKET TO:  
BUSINESS LICENSE APPLICATION  
FOR ACCESSORY DWELLING UNIT**

**The City of West Jordan, Utah**

## ACCESSORY DWELLING UNIT DOCUMENT CHECKLIST

***ALL of the following items must be compiled and turned in to the City as a single, complete submittal packet.  
Submittal packets missing any of the following documents will not be accepted.***

✓	DOCUMENTS INCLUDED IN THIS PACKET
	<u>Application</u> <ul style="list-style-type: none"> <li>• Must be fully filled out, signed and dated</li> </ul>
	<u>Planning &amp; Zoning Requirements Certification</u> <ul style="list-style-type: none"> <li>• All requirements must be met for approval. This document must be thoroughly read, marked, signed and dated.</li> </ul>
	<u>Building &amp; Safety Requirements Certification</u> <ul style="list-style-type: none"> <li>• All requirements must be met for approval. This document must be thoroughly read, marked, signed and dated.</li> </ul>
	<u>Notice of Acknowledgement</u> <ul style="list-style-type: none"> <li>• All pages must be filled out by the property owner, signed, dated and stamped by a notary public. Once complete, this document must be recorded at the Salt Lake County Recorder's Office before the ADU will be approved.</li> </ul>
	<u>Business License Application</u> <ul style="list-style-type: none"> <li>• Must be fully filled out, signed and dated</li> </ul>

✓	ITEMS THAT MUST BE PROVIDED BY THE APPLICANT
	<u>Application Fee</u> (paid as part of the business license review) **Any building permit application fees are separate fees and are not included.**
	<u>Site Plan</u> (legible and hand-drawn or computer drafted) on a separate 8 ½" x 11" sheet, showing all of the following: <ul style="list-style-type: none"> <li>▪ A north arrow to indicate parcel orientation</li> <li>▪ Property lines</li> <li>▪ Lot dimensions with labels for all property lines</li> <li>▪ The location and accurate measurements of the primary dwelling</li> <li>▪ Driveways and all paved areas, existing and proposed</li> <li>▪ Setbacks of proposed accessory dwelling unit from the property lines (applicable only to external accessory dwelling unit)</li> <li>▪ Existing off-street parking areas</li> <li>▪ Proposed off-street parking areas</li> <li>▪ Location of required or recorded easements on the property</li> <li>▪ Locations of all utility meters</li> </ul>
	<u>Floor Plan</u> (legible and hand-drawn or computer drafted) on a separate 8 ½" x 11" sheet, showing all of the following: <ul style="list-style-type: none"> <li>▪ A north arrow to indicate building orientation</li> <li>▪ All rooms, hallways, and other common areas clearly labeled with their dimensions and use (i.e., bedroom, kitchen, bathroom, etc.)</li> <li>▪ All locations of doorways, stairs and landings, windows, permanent fixtures (sinks, toilets, showers, etc.) and major mechanical equipment (hot water heaters, furnaces, etc.)</li> </ul>



# APPLICATION ACCESSORY DWELLING UNIT

### STAFF USE ONLY

Application Date: \_\_\_/\_\_\_/\_\_\_ Application #: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved By: Planning: \_\_\_\_\_ Building & Safety: \_\_\_\_\_ Business Licensing: \_\_\_\_\_

Application: Approved / Denied Comments: \_\_\_\_\_

### OWNER/APPLICANT INFORMATION

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF ACCESSORY DWELLING UNIT (select only one)

- Internal Accessory Dwelling Unit in Existing House
- Detached in New Accessory Structure

### ACCESSORY DWELLING UNIT INFORMATION

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision/Parcel #: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Proposed Square Footage: \_\_\_\_\_ Floor (Basement, Main, or Upper): \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Off-Street Parking Spaces: \_\_\_\_\_

*By signing this application, I acknowledge that I have read and understand the application, ordinances, checklists, etc., associated with this application and that all required drawings, plans, and other submittals are included and complete. Furthermore, by signing this application, I acknowledge that all submitted information is accurate and correct and understand that the above-described project must comply with and remain in compliance with the requirements of all applicable West Jordan City ordinances and standards.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Privacy Notice:** The personal data being collected is included in a public record as defined under Utah Code 63G-2-301 and may be available to the public as provided in Utah Code 63G-2-201. Prior to making a record available to the public, the City of West Jordan redacts private, protected, or controlled information as defined in Utah Code 63G-2-302, 304, and 305. For more information, please contact the City's Data Privacy Officer, Tangee Sloan - [tangee.sloan@westjordan.utah.gov](mailto:tangee.sloan@westjordan.utah.gov)



## PLANNING & ZONING REQUIREMENTS CERTIFICATION

### ACCESSORY DWELLING UNIT

The Owner/Applicant must certify that ALL the following requirements of the West Jordan City Code and Utah Code have been met. Failure to comply with all of the following requirements will result in denial of the Business License.

PLEASE CHECK EACH ITEM TO INDICATE COMPLIANCE:

SECTION 1 - ALL ACCESSORY DWELLING UNITS: All types of accessory dwelling units must meet ALL of the following requirements.

- X\_\_\_\_\_ The accessory dwelling unit must comply with all applicable building, health, and fire codes.
- X\_\_\_\_\_ An accessory dwelling unit is not allowed within any multi-family residential units, mobile homes, or any form of attached housing units.
- X\_\_\_\_\_ Only one (1) accessory dwelling unit is allowed per property. Under no circumstances will both an internal and an external accessory dwelling unit be permitted on the same property.
- X\_\_\_\_\_ A minimum of one (1) off-street, 9' x 18' paved parking space must be provided for the accessory dwelling unit in addition to the parking spaces in the existing garage or carport and the driveway leading to said garage or carport.
- The parking space must be constructed of either paved asphalt or concrete. Gravel or dirt is not permitted.
  - The parking space must be located on the side of the existing driveway, the side of the house or in the backyard. The existing driveway leading to the existing garage or carport cannot be counted towards the required parking for the accessory dwelling unit.
  - The total amount of paved surface cannot cover more than 50% of the area of the required front yard.
- X\_\_\_\_\_ At least 2 parking spaces must remain intact in the existing garage or carport.
- An existing garage or carport cannot be converted to an accessory dwelling unit unless it is replaced with another fully enclosed garage that is at least 20 feet wide, 400 square feet in area and meets all setback, height, lot coverage and access requirements.
- X\_\_\_\_\_ An accessory dwelling unit must always remain subordinate and accessory to the primary dwelling unit.
- X\_\_\_\_\_ The total number of residents residing in the accessory dwelling unit is limited to 1 family or 5 unrelated adult roommates sharing the unit as a single dwelling, as defined under "family" in the West Jordan City Code. Sub-leasing of the accessory dwelling unit is prohibited.
- X\_\_\_\_\_ The accessory dwelling unit must be rented for at least 30 consecutive days or longer. Short-term rentals of 30 days or less for an accessory dwelling unit are not permitted.
- X\_\_\_\_\_ The accessory dwelling unit must provide living areas for eating, sleeping, and sanitation facilities separate from the primary dwelling unit.
- X\_\_\_\_\_ The installation of separate utility meters for an accessory dwelling unit is not permitted.
- X\_\_\_\_\_ The property owner must maintain a valid business license if renting the primary or accessory dwelling unit.
- X\_\_\_\_\_ An accessory dwelling unit is prohibited if a failing septic tank serves the primary dwelling.

*Continued on the Next Page*

SECTION 2 - INTERNAL ACCESSORY DWELLING UNITS: If the accessory dwelling unit will be contained within the existing house (i.e. basement apartment), it must meet ALL of the requirements pertaining to all accessory structures (*Section 1*).

SECTION 3 - EXTERNAL ACCESSORY DWELLING UNITS: If the accessory dwelling unit will consist of or be contained within a structure that is detached from the house, it must meet ALL of the requirements pertaining to all accessory structures (*Section 1*) and all of the following requirements:

- X\_\_\_\_\_ An external accessory dwelling unit is allowed on platted lots of 10,000 square feet and larger within R-1, RR, RE, PC, LSFR, and VLSFR zones.
- X\_\_\_\_\_ The external accessory dwelling unit structure must be built on a permanent foundation which complies with all applicable Building Codes. Construction of such a structure will require submittal and approval of a building permit through the West Jordan Building & Safety Department.
- X\_\_\_\_\_ The external accessory dwelling unit structure shall be located on the same lot as the single-family house and the footprint area of the structure shall be less than the footprint of the house.
- X\_\_\_\_\_ The external accessory dwelling unit shall not be placed in a front yard.
- X\_\_\_\_\_ The external accessory dwelling unit structure shall not cover more than twenty percent (20%) of the yard area in which it is located.
- X\_\_\_\_\_ The external accessory dwelling unit structure must meet all of the following setback requirements:  
For R-1, RR, RE, PC, LSFR, and VLSFR zones:
  - A. Minimum setback from the house or any structure attached to the house: Six feet (6')
  - B. Minimum setback from the rear property line: Six feet (6')
  - C. Minimum setback from the interior side property line: Six feet (6')
  - D. Minimum setback from the corner side property line (corner lots only): Twenty feet (20')
- X\_\_\_\_\_ The design and materials of the external accessory dwelling unit structure shall be similar to and compatible with the design of the house. These materials and design must be reviewed and approved by the West Jordan Design Review Committee, which will require separate fees and review times in addition to building permit and business license review.
- X\_\_\_\_\_ The external accessory dwelling unit is subject to the maximum building coverage requirements of the zone in which it is located.

*By marking and signing this document, I acknowledge that I have read the above requirements, and my initials are a statement of understanding. I also certify that the above statements and information are in all respects true and correct to the best of my knowledge and belief. I understand that if the above is determined to be incorrect or incomplete, the City of West Jordan may need to undertake zoning enforcement procedures. I further acknowledge that noncompliance with the complete terms and requirements set forth in the West Jordan City Code and The State of Utah Code shall be just cause for denial of this application or the revocation of an accessory dwelling unit permit if these requirements and the proposed conditions of the accessory dwelling unit are not met.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## BUILDING & SAFETY REQUIREMENTS CERTIFICATION ACCESSORY DWELLING UNIT

Any inspections as determined by the Building Official must be complete prior to registration being complete. If determined that an inspection is required, the business license department will schedule a time for the inspection with the applicant. The City of West Jordan recommends that you call the West Jordan Building Department if you have any questions about the code requirements prior to submittal. See below for the list of requirements.

Note: These are basic requirements, additional items may be required after the on-site inspection is performed.

PLEASE CHECK EACH ITEM TO INDICATE COMPLIANCE:

- X\_\_\_\_\_ Smoke Alarm in each bedroom; wired in series with all other smoke alarms, upstairs and downstairs.
- X\_\_\_\_\_ Smoke/CO Alarm in the hallway leading to each bedroom.
- X\_\_\_\_\_ Water Heater strapped to the wall.
- X\_\_\_\_\_ ADU needs to be separated from the rest of the home with ½" sheetrock and a door.
- X\_\_\_\_\_ Verify that a building permit was obtained to finish the basement.

*By marking and signing this document, I acknowledge that I have read the above requirements, and my initials are a statement of understanding. I also certify that the above statements and information are in all respects true and correct to the best of my knowledge and belief. I understand that if the above is determined to be incorrect or incomplete, the City of West Jordan may need to undertake building enforcement procedures. I further acknowledge that noncompliance with the complete terms and requirements set forth in The State of Utah Building Code shall be just cause for denial of this application or the revocation of an accessory dwelling unit permit if these requirements and the proposed conditions of the accessory dwelling unit are not met.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**NOTICE OF ACKNOWLEDGEMENT:  
ACCESSORY DWELLING UNIT  
(City of West Jordan)**

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I/We, the undersigned real property owners, hereby acknowledge that the single-family residential home located at:

\_\_\_\_\_ (street address), with **Parcel ID:** \_\_\_\_\_ is approved to have an  *internal*  *external* accessory dwelling unit pursuant to §13-5B-8 of the West Jordan City Code and §10-9a-530 of the Utah Code in effect as of this date.

I/We acknowledge the accessory dwelling unit is required to continuously meet all requirements of the City of West Jordan's land use ordinances and all other applicable laws, including the requirement that only one (1) accessory dwelling unit is allowed per property. By signing this document, I/we understand that in choosing to create one type of accessory dwelling unit, I/we forfeit the choice to create the other. I/We also understand that this permit is intended to be a covenant running with the land and that the conditions of approval shall be binding upon any successor in ownership of the property. I/We thus certify that should I/we decide to sell/transfer the property, I/we will notify future buyers that noncompliance with the conditions of approval may result in the revocation of the accessory dwelling unit permit.

By signing this document, I/we assume responsibility to comply with the complete terms and requirements outlined in West Jordan City Code §13-5B-8 and Utah Code §10-9a-530 and any further restrictions that codes, covenants, and regulations may impose. Further, by signing this document, I/we authorize annual inspections of the accessory dwelling unit by City Staff. Finally, I/we understand that the City of West Jordan is not guaranteeing or stating that the primary dwelling unit or accessory dwelling unit are compliant with all building, safety, and fire codes.

**LEGAL DESCRIPTION**

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**ACKNOWLEDGMENT – Property Owner 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

STATE OF \_\_\_\_\_ )  
: ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before the undersigned notary public in and for the said state, personally appeared \_\_\_\_\_, known or identified to me to be the person who executed the foregoing instrument and acknowledged to me that he/she executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

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

**ACKNOWLEDGMENT – Property Owner 2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

STATE OF \_\_\_\_\_ )  
: ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before the undersigned notary public in and for the said state, personally appeared \_\_\_\_\_, known or identified to me to be the person who executed the foregoing instrument and acknowledged to me that he/she executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

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