



**HIGHLAND CITY**

5400 West Civic Center Drive - Suite 1  
Highland, UT 84003  
Phone 772-4506 Fax 756-6903  
Community Development Department

**EXISTING ACCESSORY DWELLING UNIT  
REGISTRATION APPLICATION**

STAFF USE ONLY  
Application Date: \_\_\_ / \_\_\_ / \_\_\_ Application Number: \_\_\_\_\_ Fee Owed: \$ 25.00  
Received by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash/Card/Check(Check #: \_\_\_\_\_)  
Building Permit Number: \_\_\_\_\_  
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 one (1) off-street space 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



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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 one (1)</b> off-street space 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: \_\_\_\_\_



**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

