



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 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



HIGHLAND CITY

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

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 minimum of two (2) off-street spaces 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

STATE OF _____)
COUNTY OF _____) ss

On this ____ day of _____, 20__, personally appeared before me Nathan Crane, Highland City Community Development Director, the signer of the above who being duly subscribed and sworn did acknowledge to me that he executed the same.

Notary Public