



# ACCESSORY DWELLING UNIT (ADU) CONDITIONAL USE APPLICATION

**AS PROVIDED BY SANTA CLARA, UTAH, ZONING ORDINANCE #2022-04**

**Filing Fees:** \$100.00

The undersigned applicant(s) is/are the owner(s) of the following legally described property:  
(Subdivision Name, Lot Number, and Street Address):

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Attach a site plan/plot plan, drawn to scale, of the property with the following details:

1. Show existing and proposed buildings and their location on the lot with dimensions to property lines and each other;
2. Show off-street parking in order to comply with ADU requirements. One (1) additional off-street parking space is required;
3. Show the location and dimensions of the proposed ADU on the property;
4. Include any other pertinent information as needed.

Attach floor plans, drawn to scale, with the following details:

1. Architectural floor plans including adjoining rooms;
2. Layout of the ADU area – label all rooms including proposed unfinished area;
3. Door sizes and their swings are shown;
4. Window sizes, type (vinyl, wood, metal) and sill height are shown. Identify opening panels (casements, horizontal sliders, etc.);
5. Wall-to-wall dimensions of all rooms, hallways, etc.;
6. Ceiling height;
7. Identify all new and/or existing construction;
8. The location of smoke detectors and carbon monoxide detectors.

Zoning Requirements must be met prior to ADU approval. ***The following includes a list of items for your convenience. It is not intended to be all inclusive. Applicants are encouraged to review the zoning ordinance prior to applying.***

1. An ADU is a separate dwelling unit located on the same lot as an existing single-family owner-occupied dwelling on residentially zoned property;
2. An ADU must contain complete cooking and bathroom facilities that are independent from the primary dwelling;
3. An ADU must maintain the single-family appearance and character of the neighborhood;

4. An ADU must be served by the same power and culinary water meters as the primary dwelling on the property;
5. An ADU must be rented for periods of 30 consecutive days or more. Therefore, an ADU is not a short-term rental;
6. One ADU per property is permitted.
7. An ADU requires an Administrative Conditional Use approval. An ADU is required to go to a weekly Technical Review Committee, TRC meeting for review and approval.

Building permits are required for all new, remodel and finish work. In order to receive approval for this ADU, you will be required to get a building permit. Compliance with the International Residential Code, IRC and state amendments is required.

***Review your plans and be sure all details have been included before submitting your application and associated building permit. No work to be done until a building permit is approved and issued, and all appropriate fees are paid.***

Signature of Applicant(s)	Address of Applicant(s)
Printed Name of Applicant(s)	Phone Number/Email

**Additional Washington County Recorder’s Office Requirements:**

1. A legal description of the subject property is required. This can be found on the Washington County Recorder’s website. The legal description will need to be on a separate piece of paper.
2. All documents to be recorded must be single sided (1-sided) only. Double sided documents will not be accepted.
3. All documents to be recorded must be the original documents only. Copies of documents will not be accepted.