



# CITY OF HOLLADAY

Community & Economic Development Department  
4580 South 2300 East, Holladay, UT 84117  
Phone: 801-527-3890

## Accessory Dwelling Unit – PERMIT

PERMIT #

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

Property Owner(s): \_\_\_\_\_ Property Owner Phone #: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Property Owner Email Address: *(Inspection results will be sent to this email)* \_\_\_\_\_

*I hereby certify that I have read and examined this permit and that the information provided by me is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Applicant must comply with all laws and ordinances governing the type of work, whether specified herein or not. The granting of a permit does not authorize the violation of any law nor will a permit cancel the effect of the provisions of any other law regulating construction or the performance of construction. Any permit or license issued for signs which are in conflict with city ordinances shall be null and void, whether or not the license or permit was issued by employees of the city authorized to issue such permit or license. It is the responsibility of the applicant to verify all dimensions and to verify all information contained in this application.*

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following documents shall accompany this Permit Application:**

- ADU CHECKLIST (completed with necessary attachments)**
- ADU USE AGREEMENT (signed)**
- PROPERTY OWNER AFFIDAVIT - Property owner must live at the address**
- SITE PLAN: if the ADU is addition to home or detached accessory dwelling unit (external from the primary home)**
  - o See all required on City of Holladay Site Plan Checklist
  - o The name, location, and dimensions of any/all waterways. **Name of Waterway(s):** \_\_\_\_\_
  - o Existing and proposed grades labeled with contour elevations
  - o All trees greater than 4" caliper; highlight trees proposed for removal and include a tree replacement plan as per Section 13.77
  - o Natural Hazards: FEMA floodplains, geological faults, high liquefaction areas, and slopes thirty percent (30%) or greater
- FLOOR PLAN:**
  - o Show existing floor plan and all proposed renovation improvements (electrical, plumbing, HVAC, windows, and access to utilities)
- ADU LICENSE if renting the unit (completed). See Business Licensing division**

Contractors:	State License #:	Phone #:
General:		
Other:		

OFFICE USE ONLY						
Parcel #:		Single Family Zone (R-1 or FR):	R-1		FR	
Subdivision:	FEMA Floodplain:	FLD : AE	1%: AE	2%: X	Min: X	
Lot #:	Liquefaction:	H	M	L	VL	
C.U.P. #:	Fault Line Study Zone:	Y		N		
<b>Zoning / Land Use Requirements:</b>			<b>Building Requirements:</b>			
<b>Approval Signature:</b>		<b>Date:</b>	<b>Approval Signature:</b>		<b>Date:</b>	

OFFICE USE ONLY	
<b>FEES</b>	
<b>* Waived until October 1, 2022 *</b>	
BOV.Fee:	_____
Single Inspection:	_____
<b>BUILDING TOTAL:</b>	<b>101</b>
1% Bldg Surcharge:	_____
85%	102
15%	111
Plan Check Fees:	112
Fine(s):	112
* PRE PLAN CHECK: _____	
<b>TOTAL minus pre plan check:</b>	

**\* INSPECTIONS REQUIRED:** This permit shall become null and void if work is not commenced within timeframe as directed by all applicable divisions including state and local.  
**\*\* This permit becomes valid upon required approvals and acceptance of required fees. \*\***

**PERMIT TO BE DISPLAYED ONSITE**



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## Accessory Dwelling Unit – USE AGREEMENT

### CONDITIONS OF ZONING APPROVAL FOR ACCESSORY DWELLING UNITS (BOTH INTERNAL AND EXTERNAL)

ADUs are non-regulated and permitted in residential zones, with the following requirements:

All ADUs must:

1. Comply with building, health, and fire codes.
2. Be subject to approval of a Building Permit (13.08.100) and issuance of a Certificate of Occupancy (13.04.050, 13.01.060).
3. Be rented for a minimum of 30 consecutive days with the property owner living onsite, and when the ADU is rented, the property owner is subject to annual approval of a License.
4. Provide one additional onsite parking stall and replace any parking spaces displaced by the construction of an ADU from a garage or carport.
5. Maintain the same address as the primary dwelling with the addition of "Unit B".
6. Be designed in a manner that is compatible with the neighborhood residential vernacular.
7. Not operate on separate utility meters from the primary dwelling. The ADU tenant shall have unobstructed access to utility connections, i.e. water and gas shutoff, electrical panel and HVAC equipment, etc.
8. ADU shall not be permitted on a property with a failing septic tank.

All Internal Accessory Dwelling Units must:

1. Comply with the 8 requirements for all ADUs above.
2. Provide egress window(s) for existing and new construction which meet minimum size standards as per Chapter 15.08.

All External Accessory Dwelling Units must:

1. Comply with the 8 requirements for all ADUs above.
2. Be located on a lot of record measuring either: a) twice the minimum lot size of the underlying zone; or, b) a minimum of one-half acre (21,780 square feet) or larger.
3. Provide a footprint size of a minimum of 200 square feet and maximum footprint as per Chart 13.14.101.
4. Comply with setbacks as per 13.14.110.
5. Comply with maximum height as per 13.14.110.
6. Design standards of any EADU shall include the following (intended to increase privacy and minimize impact to neighboring residents):
  - a. Security and/or building lighting shall be "dark sky" compliant, to include the following: only LED, incandescent light sources in the spectrum of white or off white (light yellow 8 tones in the kelvin scale of 5,000k or lower, i.e. warmer).
  - b. Fixtures shall be mounted in such a manner that the cone of light does not cross any property line of the site.
  - c. Lighting installations shall include timers, dimmers and/or sensors to reduce overall energy consumption and eliminate unneeded lighting.
  - d. Primary and secondary access points including but not limited to doors, windows, patios, garage doors, etc. shall not open into a required setback.
  - e. Required setbacks shall be maintained with landscaping which provides a buffer to neighboring properties.
  - f. Setback shall be increased by a minimum of 25% based on the setback requirements found in Chart 13.14.101.

No person or entity, whether as an owner, agent or representative, shall use, permit the use of, or facilitate the use of any property within the City in violation of Utah Code nor use, permit the use of or facilitate the use of any property as an ADU without the issuance of an approval by the City. Any property found in violation of these provisions are subject to a fine in the amount of \$100 for each day of violation after the day on which the opportunity to cure the violation expires. Violations of this section will be enforced as per Chapter 13.94.

**NOTICE: FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS MAY RESULT IN LEGAL ACTION AND/OR REVOCATION OF YOUR PERMIT OR BUSINESS LICENSE**

I agree to conduct my business in compliance with the above conditions: \_\_\_\_\_

Applicant's Signature



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# Accessory Dwelling Unit – CHECKLIST

**Only property owners, living on-site, may engage in leasing or renting an accessory dwelling with an approved ADU License**

This checklist will help ensure that an ADU aligns with the City's Zoning Code and will help you prepare for both the building permit and annual licensing requirements. Before creating any building plans, homeowners, designers, and construction professionals should all understand how the items from this checklist may affect an ADU design and location. **Consultation counter hours are Monday and Wednesday 3:30 pm to 5:00 pm.**

ADU CHECKLIST		Yes	No
<b>SECTION A. PROPERTIES THAT QUALIFY</b>			
1. <b>Zoning.</b> Is the property in a residential zone that begins with R-1 or FR? (Find zoning designation via <a href="http://www.cityofholladay.com">www.cityofholladay.com</a> , click "MAPS/GIS".) <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies</li> <li>If <b>no</b>, an ADU is not allowed.</li> </ul>			
2. <b>Lot Size for External ADUs.</b> Is your external ADU located on a lot of record measuring either: twice the minimum lot size of the underlying zone; Or, a minimum of one-half acre (21,780 square feet)? <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies</li> <li>If <b>no</b>, an ADU is not allowed.</li> </ul>			
3. <b>Existing Dwelling Spaces.</b> Is this an existing ADU, mother in law, guesthouse, or 2 <sup>nd</sup> kitchen that has been approved and inspected by the City since 2000? <ul style="list-style-type: none"> <li>If <b>yes</b>, attach this documentation.</li> </ul>			
<b>SECTION B. NEW CONSTRUCTION: PROPERTY RESTRICTIONS</b>			
4. <b>Easements.</b> Are there any easements? Easements limit property use and are described in a title report and/or on a subdivision plat. Contact a title company or the Salt Lake County Recorder. <ul style="list-style-type: none"> <li>If <b>yes</b>, you must comply with the requirements of the easements, which may include no construction.</li> </ul>			
5. <b>Natural Hazards.</b> Is the property in a designated Floodplain or Floodway, Fault Zone, or High Liquefaction area? Properties in Floodplain D or X zones are excluded from these requirements. <ul style="list-style-type: none"> <li>If <b>yes</b>, you will need to attach a completed Natural Hazard Clearance, call the City's CED Department at 801-527-3890.</li> </ul>			
<b>SECTION C. DEVELOPMENT STANDARDS:</b>			
6. <b>Location.</b> Does your proposed IADU or EADU comply with all setbacks from property lines as required 13.14.110? INTERNAL ADU: Must be within the footprint of the primary home, OR the conditioned space of the primary home, OR share a wall with the primary home. EXTERNAL ADU: Must be located in the rear yard. May be located within an existing converted accessory building, OR built as new construction. <ul style="list-style-type: none"> <li>If <b>yes</b>, you must ALSO comply with the requirements of the easements, which may include no construction within the easement.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
7. <b>Size.</b> Is the size of the proposed ADU within the maximum lot coverage limitations as set forth 13.14.080 and .110? <i>EADU must have a minimum footprint size of 200 square feet.</i> <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
8. <b>Rear Yard Coverage Limitation.</b> Does the cumulative coverage of the rear yard by structures, including: the EADU, accessory buildings, sheds, gazebos, or other structures, <b>not exceed 25% of the rear yard?</b> <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
9. <b>Height.</b> Does your proposed ADU comply with the height limitations? IADU: Max height is based upon rules set forth section 13.14. – EADU: Max height is 20 feet, wall heights are further limited by Graduated Height compliance <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
10. <b>Parking.</b> Does your site provide for additional on-site parking? One additional parking stall must be continually made available. <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
<b>SECTION D. BUILDING SAFETY, FIRE SAFETY &amp; EMERGENCY EGRESS</b>			
11. <b>Hydrant Water Flow, for New Construction.</b> Is a minimum flow of 1,000 gpm at 20 psi available at the closest hydrant? (Ask your water company for this information.) <ul style="list-style-type: none"> <li>If <b>yes</b>, attach the letter from the water company that contains this water flow data. DON'T WAIT this can take time.</li> <li>If the flow is less than 1,000 gpm at 20 psi, fire staff will review to evaluate if additional fire safety measures are required.</li> </ul>			
12. <b>ADU Tenant has Access to All Utility Connections.</b> The ADU tenant shall have unobstructed access to utility connections, i.e. water and gas shutoff, electrical panel and HVAC equipment, etc. <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
13. <b>Fire Sprinklers.</b> Is the primary residence protected by fire sprinklers? <ul style="list-style-type: none"> <li>If <b>yes</b>, the ADU must have also have fire sprinkler system.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
14. <b>ADU Address.</b> Is the address visible and legible from the street? (Use the same address as the primary dwelling with the addition of "Unit B".) On the Site Plan, show primary dwelling and ADU addresses. <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
15. <b>Egress Window.</b> Does the ADU have egress window(s) which meet minimum size standards as per Chapter 15.08? <ul style="list-style-type: none"> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
<b>SECTION E. MISCELLANEOUS</b>			
16. <b>Tree Removal.</b> Will constructing the ADU require removal of an existing tree measuring 4 inches or larger? <ul style="list-style-type: none"> <li>If <b>yes</b>, attach the completed Tree Removal and Replacement Permit.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			
17. <b>Design Standards.</b> EXTERNAL ADU: Does the external ADU comply with the following design standards? <ul style="list-style-type: none"> <li>Security and/or building lighting is "dark sky" compliant, to include the following: only LED, incandescent light sources in the spectrum of off white (kelvin scale of 5,000k or lower, i.e. warmer).</li> <li>Fixtures designs in such a manner that the cone of light does not cross any property line of the site.</li> <li>Lighting installations shall include timers, dimmers and/or sensors to reduce overall energy consumption and eliminate unneeded lighting.</li> <li>Primary and secondary access points including but not limited to doors, windows, patios, garage doors, etc. shall not open into a required setback.</li> <li>Required setbacks shall be maintained with landscaping which provides a buffer to neighboring properties.</li> <li>Setback shall be increased by a minimum of 25% based on the setback requirements found in Chart 13.14.101 (see Section C above).</li> <li>If <b>yes</b>, your ADU complies.</li> <li>If <b>no</b>, your plans will not be approved.</li> </ul>			



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**AFFIDAVIT OF PROPERTY OWNERSHIP for property located at**

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

Subdivision: \_\_\_\_\_ Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

**PROPERTY OWNER**

I / we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statement herein contained and any of the information provided are in all respects true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

**ACKNOWLEDGMENT**

State of Utah                    )  
  ) ss.  
County of                        )

The foregoing affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who duly acknowledged to me that he did execute the same.

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

.....

**AGENT AUTHORIZATION**

I / We, \_\_\_\_\_, the owner(s) of the real property described above, do authorize as my agent(s) \_\_\_\_\_ to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City of Holladay considering this application and to act in all respects as our agent in matters pertaining to the attached application.

**ACKNOWLEDGMENT**

State of Utah                    )  
  ) ss.  
County of                        )

The foregoing affidavit was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who duly acknowledged to me that he did execute the same.

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