



APPLICATION FOR ANNUAL LICENSE – ACCESSORY DWELLING UNIT (ADU)

(This is NOT a Business License)

PERMITTED / NON-REGULATED USE

City of Holladay

4580 S. 2300 E.
Holladay, Utah 84117
Phone: (801) 527-3890

APPLICATION # _____

***** PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY *****

***** Please provide all items required within 30 days of this application submittal or this application is considered null and void. *****

Property Owner Name: _____

Phone: _____ Email: _____

Address: _____ City: Holladay State: UT Zip: _____

Is this a New ADU at this Location? Yes No Is this ADU, Internal External

It is unlawful to rent an ADU without a current license (Holladay Municipal Ordinance Section 5.68.020).

Failure to obtain a license will result in a penalty being assessed (Holladay Municipal Ordinance Section 13.94).

It is the responsibility of the Licensee to be familiar with the ordinances under which this license is applied, and the applicant hereby agrees to operate in accordance with the Laws and Ordinances covering such license.

All applications of license are to be renewed yearly, on the anniversary date of original issue. Licenses renewed 30 days after the anniversary date of original issue will be assessed a penalty.

The Licensee is responsible for renewal each year. Failure to receive a renewal notice does not excuse this responsibility.

Signature: _____ Date: _____

Office Use Only

Category Fees & Codes

Code	Description	Units	Amount
<u>178</u>	<u>Accessory Dwelling Unit – ADU Rental</u>	<u>1</u>	<u>25.00</u>

TOTAL FEE: \$25.00

Parcel ID # _____

Zone: _____

Zoning Fire ~flow

Approval Signature: _____

Approval Date: _____

REQUIRED DOCUMENTATION (to be submitted with this application)

- Zoning
- Building – Certificate of Occupancy
- Building – Certificate of ADU
- Property Ownership Affidavit

COMMENTS:



City of Holladay
Community and Economic Development Department
Zoning Application • Permitted/Non-Regulated ADU • Fee included in Application

CONDITIONS OF ZONING APPROVAL FOR PERMITTED / NON-REGULATED ADU

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 BUSINESS LICENSE**

I agree to conduct my business in compliance with the above conditions: _____
Applicant's Signature



**City of Holladay
Community and Economic Development Department
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