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## PREDEVELOPMENT APPLICATION FOR ACCESSORY DWELLING UNITS (ADUs)

Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for an Accessory Dwelling Unit Predevelopment. This packet includes the minimum information that you will need to prepare to file a complete submittal so that your application can be processed in a timely manner.

The following materials have been included in this application packet:

- Accessory Dwelling Unit Predevelopment Application Checklist
- Accessory Dwelling Unit Predevelopment Application Form
- Property Ownership / Application Affidavit Form

Incomplete applications will NOT be accepted, receipted, or processed. In order to adequately process your Accessory Dwelling Unit Predevelopment request, all of the items listed on the Accessory Dwelling Unit Predevelopment Application Checklist will be required at the time of submission of your application. Please note that additional information may be requested at the City's discretion.

**Complete application materials can be submitted in electronic PDF format to [planning@sslc.gov](mailto:planning@sslc.gov) or in-person.**

Once your application is accurately submitted with all required documents and required fees paid, the initial review of your application will begin. Reviewing agencies will review the application for conformance with the South Salt Lake City Municipal Code and notify you if there are any deficiencies found in your application. Once your application is approved you will be notified of the next steps, which may include being able to apply for a building permit to construct your accessory dwelling unit and once occupancy is granted you will be able to rent your accessory dwelling unit.

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Accessory Dwelling Unit Permits, please feel free to contact the Planning and Zoning Department at (801) 483-6013 ext. 5 or [planning@sslc.gov](mailto:planning@sslc.gov). The South Salt Lake City Municipal Code can be accessed at <https://sslc.gov/>. Thank you for your interest in South Salt Lake City, and we look forward to working with you.

Sincerely,  
South Salt Lake City

## PREDEVELOPMENT APPLICATION CHECKLIST FOR ACCESSORY DWELLING UNITS (ADUs)

*Incomplete applications will not be accepted or held. All required items shall be submitted.*

ITEM	APPLICANT REVIEW	STAFF REVIEW	NOTES
1. Complete Application & Affidavit (Required)			
2. Nonrefundable Fees (Required)			
3. Current Title Report – Issued no longer than 30 days from date of application submittal (Required – if a building permit is needed)			
4. ALTA Survey – Issued within last 30 days (Required – if a building permit is needed)			
5. Proof of Sewer Service – A copy of the current sewer bill for the primary dwelling.			
6. Applicant Letter – Written to Community Development describing the proposed project and project timeline (Required)			
7. Site Plan – The site plan shall include the following information: (Required) (An example site plan is below). <ul style="list-style-type: none"> <li>a. A vicinity plan showing property boundaries and existing structures on the site and adjacent to any portion of the site, and all existing and all proposed adjacent streets</li> <li>b. Name and correct address of the development</li> <li>c. Location and name of the street(s)</li> <li>d. Property boundaries</li> <li>e. Exact location of proposed structures</li> <li>f. Circulation diagram, vehicular and pedestrian. Show all driveway locations and dimensions</li> <li>g. Proposed and existing parking areas, lighting, landscaped areas, and trees</li> <li>h. Identify all parking stalls, which will be designated specifically for the proposed use</li> <li>i. Location of existing or proposed fences</li> </ul>			

j. Locations of existing or proposed accessory structures			
8. Proposed design schematic of each building(s) elevation, including materials and colors, if applicable			
9. Floor Plans – Interior layout and dimensions of entire building(s), current and proposed uses, if applicable			
10. Other Items as requested by staff			

**SUBMIT VIA EMAIL OR IN-PERSON –**  
[planning@sslc.gov](mailto:planning@sslc.gov)

*Submitting an application does not guarantee placement in an ADU predevelopment meeting. Once a complete application is submitted, South Salt Lake staff will notify applicant of ADU predevelopment status. If approved, an ADU predevelopment meeting will be scheduled within 30 days.*

## South Salt Lake City Site Plan Guide for ADUs

### What is a site plan?

A site plan is like a map that shows how a place will look with a new project. It's important because a good map with the necessary details, like dimensions and setbacks helps city officials understand your ideas faster, making the approval process quicker.

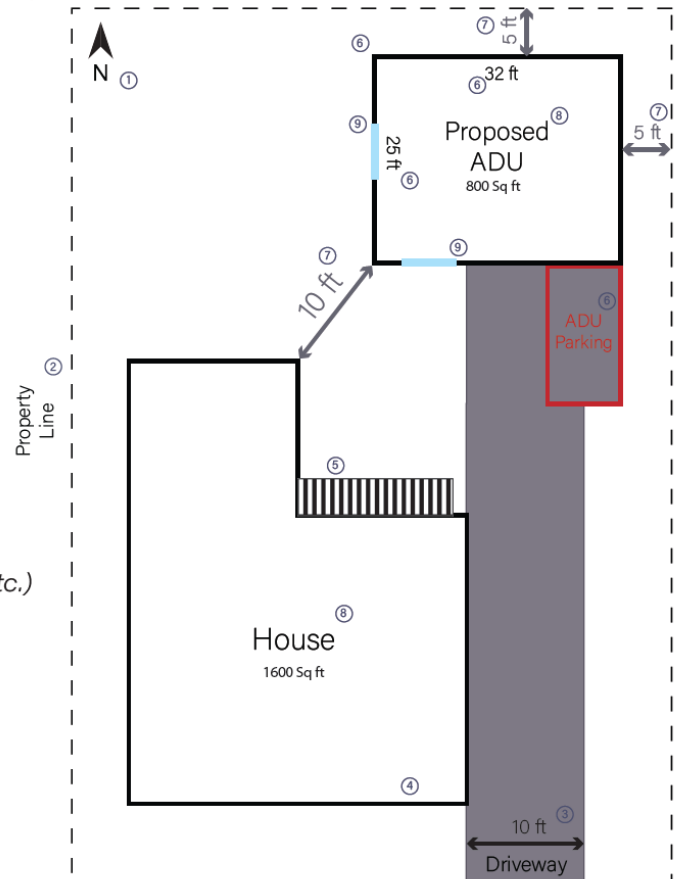
### How to make a great site plan?

A professionally drawn and precisely scaled site plan is not required. A site plan should include and clearly illustrate the following features:

- ① North Arrow
- ② Property Line
- ③ Driveway Location and width (If applicable)
- ④ Dimensions of existing structures (House/Garage/etc.)
- ⑤ Dimensions of existing features (Staircase/Overhang/etc.)
- ⑥ Dimensions of proposed structures (ADU/Parking/etc.)
- ⑦ Distances between structures & property lines
- ⑧ Labels
- ⑨ Windows or balcony location



Example:



## PREDEVELOPMENT APPLICATION FOR ACCESSORY DWELLING UNITS (ADUs)

### Project Information

Project Name:

Project Address:

Parcel Number(s):

Zone:

Project Description:

Present use of the subject property:

Project Summary:

Internal ADU:

- Does the Internal ADU already exist....Yes / No
- Will the ADU will be located within the Primary Dwelling? .....Yes / No

External ADU:

- Conversion of Existing Structure.....Yes / No
- New Structure.....Yes / No

### Main Point of Contact

Main Point of Contact Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**Applicant / Agent**

Applicant(s) Name:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**Property Owner(s)**

Property Owner(s) Name(s):

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**Other**

Name(s):

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email:

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party with whom the City should communicate regarding any matter pertaining to this application.

The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until all application requirements have been met, including the payment of any applicable fees, deposits, and/or bonds.

SIGNATURE OF APPLICANT: \_\_\_\_\_

NAME OF APPLICANT (PRINTED): \_\_\_\_\_

**-----FOR CITY USE ONLY-----**

Fee Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Application Number: \_\_\_\_\_

WHEN RECORDED RETURN TO:  
SOUTH SALT LAKE CITY  
220 EAST MORRIS AVENUE #150  
SSL, UT 84115

## ACCESSORY DWELLING UNIT AFFIDAVIT for property located at

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

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 statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (we) also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying. I (we) further declare:

- While city staff may offer suggestions regarding my (our) application, I (we) understand I (we) am (are) responsible to ensure the application complies with the South Salt Lake City Municipal Code and all other applicable state and federal laws;
- I (we) acknowledge City staff cannot bind the City and the decision-making body with jurisdiction has the sole authority to review and approve my (our) application;
- I (we) am (are) free to retain advisors of my (our) own choosing to assist me (us) with all aspects of my (our) application; and
- I (we) acknowledge that a dwelling on the property must be owner occupied as the owner's primary residence of the property owner of record and the ADU(s) must be rented for a time period of 30 consecutive days or longer.
- I (we) understand that this affidavit must be recorded with the Salt Lake County Recorder's Office before an ADU business license or building permit is approved.

Optional:

I (we) authorize as my (our) 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 considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in Salt Lake County, Utah

My Commission expires: \_\_\_\_\_