



Community Development
110 South Main Street
Springville, UT 84663

801.491.7861
www.springville.org

ACCESSORY DWELLING UNIT ZONING CERTIFICATE APPLICATION

REVIEW FEE \$90

Cash or Check Only (GL# 411)

PROPERTY OWNER INFORMATION			
Name:			
Address:			Phone:
City:	State:	Zip:	Mobile:
Email:			
ENGINEER, ARCHITECT OR SURVEYOR			
Company:		Contact:	
Address:			Phone:
City:	State:	Zip:	Mobile:
Email:			

The undersigned hereby certifies that owner listed above is an owner occupant of the subject property and that all information submitted with this application is complete and accurate.

Owner / Agent Signature

Date

SUBMISSION REQUIREMENTS CHECKLIST

✓	Requirement	Comments
	<u>ADMINISTRATIVE REVIEW</u> - Submission of application with applicable fee; and - Electronic submission or disk with an original pdf file of the plans.	
	Proof of Owner Occupancy <ul style="list-style-type: none"> • A recorded deed showing fifty percent (50%) or more ownership in a dwelling unit; or • Trust documents showing occupant is a trustor of a family trust that: <ul style="list-style-type: none"> • Possesses fee title ownership to a dwelling unit; • Was created for estate planning purposes by one (1) or more trustors of the trust; and • Occupies the dwelling unit owned by the family trust with a bona fide intent to make it his or her primary residence. Each living trustor of the trust shall so occupy the dwelling unit except for a trustor who temporarily resides elsewhere due to a disability or infirmity. In such event, the dwelling unit shall nevertheless be the domicile of the trustor during the trustor's temporary absence. 	
	Notarized and Recorded Deed Restriction (provide copy)	
A site plan including the following		
	Title block stating the name of the owner, address of the site, and the owners name and phone number.	
	Property lines	
	Dimensions, setbacks and location of existing buildings.	
	Location and dimensions of required parking	
	Dimensions, setbacks and location of ADU if detached or an addition	
ADU Plan		
	Site of unit	
	Height (if detached or an addition)	
	Location of interior connection (for attached ADU)	
	Exterior entrance locations	
	Location of eating, sleeping and sanitation facilities separate from the principal dwelling unit	

When Recorded Return to:
Springville City Corporation
110 South Main Street
Springville, UT 84663

NOTICE OF ACCESSORY DWELLING

This document is to provide notice that the primary dwelling unit located on property located at _____ further described as the legal description below has an accessory dwelling unit (ADU) that has been approved by the Springville City Community Development Department in accordance with Springville City's land use regulations and City Code.

The ADU may only be used in accordance with Springville City's land use regulations and City Code.

[Enter legal description of property or attach as separate document]

Property Owner(s) Signature

Acknowledgment

State of Utah
County of _____

On this _____ day of _____, in the year _____, before me _____
(notary public name) a notary public, personally appeared

_____ (name of document signer), proved on the basis of
satisfactory evidence to be the person(s) whose name(s) _____ (is/are) subscribed to this
instrument, and acknowledged _____ (he/she/they) executed the same.

Witness my hand and official seal.

Notary Public

(Seal)