

Accessory Dwelling Unit Permit Requirements

(Required for Internal ADUs and Guesthouses)

Submittal Checklist

Application

Note: Use “General Planning” application.

Fee

Note: A staff review fee will be required. A Planning Commission review fee may be required if such review is necessary, as well as a building permit application with applicable fees if no proof of existing Certificate of Occupancy.

Site Plan

Note: Designate off-street parking allocated to ADU and all exterior modifications, additions, new construction, or existing structures pertaining to the ADU.

Floor Plan

Note: Show floor plan area to be used for the ADU, including dimensions and room labels. Include area in square feet of the primary dwelling.

Elevations (if applicable)

Note: Provide elevations if the ADU is intended to involve exterior modifications, additions, new construction, or existing structures.

ADU Affidavit

Note: Affidavit to be signed and notarized can be found on South Jordan City Planning and Zoning webpage. Notaries may be available at the City offices.

General Process

1. Complete Submittal (above)
2. Confirmation of a Certificate of Occupancy (if existing)
3. Planning and Zoning Department Review
4. Corrections (if necessary)
5. Planning Commission Review (if necessary)
6. Building Permit Submittal (if applicable, Certificate of Occupancy may be required prior to approval if existing.)

For questions contact a Planner in the Planning and Zoning Department at 801-446-4357.

Chapter 17.08

DEFINITIONS GENERALLY

17.08.010: DEFINITIONS:

ACCESSORY DWELLING UNIT OR ADU: A Life Safety and Building Code compliant dwelling unit with contiguous floor space that is incidental and subordinate to a single-family residential unit of one of the following two (2) types:

Internal Accessory Dwelling Unit or IADU: An ADU, that qualifies as an internal ADU under Utah State Law, and is contained within the primary dwelling so that the ADU and the primary dwelling appear to be one unit, that includes a kitchen and bathroom separated from the primary dwelling by a wall, door, finished entryway, or other physical barrier that limits or restricts continuous free flow access to the ADU.

Guesthouse: An ADU that is detached from the primary dwelling that includes a kitchen and bathroom.

CONTINUOUS FREE FLOW ACCESS: A continuous and open path between the primary dwelling area and the second kitchen or potential internal accessory dwelling unit contained in a primary dwelling unit. The access path shall allow two-way access through entryways (which shall not be finished to facilitate the addition of a door), open spaces, hallways, stairways, or other open access ways that remain uninhibited by doors, walls, or any other physical barrier. The path shall have openings of at least forty-eight (48) inches wide or the standard width of the connecting corridor so as not to limit or restrict access.

DWELLING, SINGLE-FAMILY: A building comprised entirely of one dwelling unit that may contain an accessory dwelling unit.

KITCHEN: Any room or space used, intended to be used, or designed to be used for cooking or for the preparation of food. Facilities that establish the use of a room or space as a kitchen include refrigerators, stoves, microwaves, other cooking appliances, built-in cabinets, sinks, garbage disposal, and electrical, water, and/or natural gas supply lines, in any combination intended to permit any room or space to be used as a kitchen.

SECOND KITCHEN: A second kitchen, contained within the primary dwelling unit that provides continuous free flow access between the primary dwelling area and the second kitchen. Second kitchens are not considered accessory dwelling units as long as continuous free flow access is maintained.

Chapter 17.130

OVERLAY AND FLOATING ZONES

17.130.030: ACCESSORY DWELLING UNIT FLOATING ZONE:

17.130.030.010: PURPOSE:

Accessory dwelling units or ADUs, as defined in Section 17.08.010 of this Title, are intended to provide affordable housing units, economic relief to homeowners, and create desirable housing forms that appeal to households and individuals at a variety of stages in the life cycle. The Accessory Dwelling Unit Floating Zone provides regulations and design standards for ADUs. Acceptable ADUs shall be one of the following two (2) types (see Section 17.08.010 of this Title for definitions):

Internal Accessory Dwelling Unit: An ADU, that qualifies as an internal ADU under Utah State Code, and is contained within the primary dwelling so that the ADU and the primary dwelling appear to be one unit, that includes a kitchen and bathroom separated from the primary dwelling by a wall, door, finished entryway, or other physical barrier that limits or restricts continuous free flow access to the ADU.

Guesthouse: An ADU that is detached from the primary dwelling that includes a kitchen and bathroom.

17.130.030.020: REVIEW PROCESS:

The use of the Accessory Dwelling Unit Floating Zone may only be established in conformance with the review procedures of this Section. Applicants shall follow the procedures, requirements, and standards of this Code. The use of the Accessory Dwelling Unit Floating Zone shall be conducted in accordance with approved plans.

- A. **Planning Department Approval:** All Internal Accessory Dwelling Units and guesthouses shall require the approval of the Planning Department before they are occupied. Applicants shall electronically submit to the Planning Department an Accessory Dwelling Unit application that includes (1) a site plan that is drawn to scale that clearly shows the location of all existing and new structures, parking, driveways, and walkways; and (2) a floor plan that is drawn to scale with room labels and indicating designated use.
1. **Resident Occupancy:** For all accessory dwelling units, the owner of the property, as reflected in title records, shall make his or her legal residence on the property as evidenced by voter registration, vehicle registration, driver's license, county assessor records or similar means.
 2. **Standards:** The Planning Department shall approve accessory dwelling unit applications upon the following standards being met:

For questions contact a Planner in the Planning and Zoning Department at 801-446-4357.

- a. Zoning: The Accessory Dwelling Unit Floating Zone shall be applied to conforming single-family dwellings in the following zones: A-5, A-1, R-1.8, R-2.5, R-3, R-4 and R-5. Guesthouses shall only be approved in the A-5, A-1, and R-1.8 Zones. Approved accessory dwelling units shall meet the requirements of the underlying zone. Only one (1) ADU is allowed per lot. ADUs are not allowed in conjunction with mobile homes or any form of attached housing units.
- b. Lot Size: An internal ADU shall only be approved on a lot that is greater than six thousand (6,000) square feet in area. A guesthouse shall only be approved on a lot that is equal to or greater than fourteen thousand five hundred twenty (14,520) square feet in area. The addition of an accessory dwelling unit shall not violate the maximum building coverage requirements outlined in Sections 17.40.020 and 17.30.020 of this Title.
- c. Parking: A minimum of one (1) off-street parking spaces, in addition to those already required for the single-family home, shall be provided for an accessory dwelling unit and shall not render the required parking spaces for the single-family home inaccessible. All parking spots shall meet the requirements of Chapter 16.26 of this Code.-
- d. All ADUs that propose modifications visible from the exterior of the home (i.e., additions and remodels to the primary dwelling or construction of a guesthouse) shall comply with the following requirements:
 - (1) Setbacks. ADUs shall comply with the setbacks of the underlying zone or as approved with the subdivision. Guesthouses shall comply with the required setbacks of the underlying zone for an accessory building, however, in no case shall a guesthouse be located closer than ten feet (10') from a side or rear property line.
 - (2) Exterior Appearance. ADUs shall be designed so that the appearance of the lot, building structure, and landscaping retain the character of a single-family neighborhood.
 - (3) Architectural Compatibility. ADUs shall be designed and constructed to be compatible with the exterior of the primary dwelling (e.g., exterior materials, colors, and roof pitch) in order to maintain the appearance of the primary dwelling as a single-family dwelling.
- e. Guesthouse Maximum Size: In all cases a guesthouse shall remain subordinate and incidental to the primary dwelling. No guesthouse shall have more than three (3) bedrooms. The floor space of a guesthouse shall comprise no more than thirty-five percent (35%) of the living area of the primary dwelling or be greater than one thousand five hundred (1,500) square feet, whichever is less, unless, in the opinion of the Planning Commission, a greater amount of floor area is warranted.

For questions contact a Planner in the Planning and Zoning Department at 801-446-4357.

3. Affidavit: Applicants for ADUs shall sign and record an affidavit stating that the owner will comply with all regulations of the Accessory Dwelling Unit Floating Zone and will live in either the primary or accessory dwelling unit as their permanent residence. The affidavit shall also include authorization of annual inspections of the ADU by City Staff to ensure compliance with all regulations of the Accessory Dwelling Unit Floating Zone.

B. Building Permit Requirements: In addition to the approval required from the Planning Department, all accessory dwelling units that propose construction or remodeling shall require a building permit from the Building Division and shall conform to all applicable standards in the City's adopted Building Codes. The applicant shall obtain all necessary building permits and pay applicable fees prior to any construction, remodeling, or use of any ADU. ADUs shall not be approved on properties that have outstanding ordinance or building violations or are nonconforming uses or structures. Floor plans, architectural elevations, and structural calculations, as may be required, shall be submitted to the Building Division.

C. Guesthouse Planning Commission Approval: In addition to the requirements of subsections A and B of this section, guesthouses that propose a floor area greater than thirty five percent (35%) of the living area for the primary dwelling or one thousand five hundred (1,500) square feet shall require review and approval by the Planning Commission.

17.130.030.030: PROHIBITIONS:

The installation of additional outside entrances visible from the street, separate utility meters, mailboxes, and addresses, is not permitted as such elements may compromise the appearance of the primary dwelling as a single-family dwelling. Internal ADUs shall not be rented or offered as rental units for any period less than thirty (30) consecutive days.

17.130.030.040: INSPECTIONS:

Yearly interior and exterior inspections may be required to determine compliance with all regulations of the Accessory Dwelling Unit Floating Zone, as may be deemed appropriate by City Staff. If the owner of the property containing an ADU violates the provisions of this Code, the City may hold a lien against the property as allowed in the Utah State Code.

17.130.030.050: PRIOR USE:

An existing accessory dwelling unit may be approved if the ADU complies with the requirements of this Section 17.130.030. If a certificate of occupancy was not issued at the time of construction or remodeling, the applicant shall apply for a building permit and the chief building official, or his designee, shall inspect the ADU for Code compliance. All documented violations shall be corrected prior to approval of the ADU. Any uses or dwellings which previously conformed to prior ordinances, including having obtained all necessary and applicable permits, but do not now conform due to adoption of this Section 17.130.030, shall be permitted to continue as a legal nonconforming use.

17.130.030.060: APPEALS:

Decisions by the Planning Department and/or the Planning Commission regarding the issuance or denial of an accessory dwelling unit may be appealed to the Appeals and Variance Hearing Officer in accordance with Section 17.16.020.020 of this