



Accessory Dwelling Unit Permit Checklist

We encourage you to contact Niall Connolly, our Principal Planner, at nconnolly@springdale.utah.gov or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for an Accessory Dwelling Unit Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Internal ADU:

An internal ADU is a separate dwelling unit located entirely within the footprint of a single-family dwelling on a residentially zoned property. Internal ADUs must meet the standards in U.C.A 10-9a-530. To be considered an internal ADU, the dwelling unit must have a kitchen, bathroom, and sleeping area situated together in a logical configuration that is separated from the rest of the primary dwelling in such a manner that is clearly intended for the possible use as a separate dwelling unit. The mere presence of a wet bar or entertainment kitchen in a primary dwelling does not, in and of itself, create an internal ADU.

1. The ADU must be rented for periods of 30 consecutive days or more. The owner of an internal ADU may not enter into a new lease or rental agreement for the ADU until at least 30 days have passed since the date the ADU was first occupied under the previous lease or rental agreement
2. One off-street parking space must be provided for the ADU, in addition to parking required for the primary dwelling on the property.
3. The lot where the ADU is located must be at least 6,000 square feet in size

External ADU:

An external ADU is a dwelling in a separate structure on the same residentially zoned property as a single-family dwelling, and which is detached from the single-family dwelling. To be considered an external ADU, the dwelling unit must have a kitchen, bathroom, and sleeping area in the separate structure configured in such a manner that is clearly intended for the possible use as a separate dwelling unit. The mere presence of a wet bar or entertainment kitchen in an accessory structure does not, in and of itself, create an external ADU.

1. The ADU must be rented for periods of 90 consecutive days or more

- a. The owner of an external ADU may not enter into a new lease or rental agreement for the ADU until at least 90 days have passed since the date the ADU was first occupied under the previous lease or rental agreement, except as allowed by section 10-22-9 (E)(2)(a)(2)
 - b. The owner of an external ADU may enter into a new lease or rental agreement for the ADU when the current tenant breaks the lease, as long as at least 30 days have passed since the date the ADU was first occupied under the previous lease or rental agreement
2. The structure containing the ADU shall be limited in area to the greater of: 1) 50% of the building area of the primary dwelling on the property up to a maximum of 1,500 square feet, or 2) 1,000 square feet
 - a. For the purpose of compliance with this standard the area of the structure containing the ADU shall be measured in the same manner as any other structure in the residential zones, except that the area of a basement in an external ADU structure shall be included in the area of the ADU
 - b. The residential size bonus allowed by Chapter 10-15H does not apply to structures containing an external ADU
3. The property containing the ADU must be at least 0.5 acres in area
4. The property where the ADU is located must contain enough parking spaces to store all vehicles associated with both the primary dwelling and the ADU on site, while also meeting all land use standards (setbacks, landscape, etc.)

General Standards all ADUs must conform to:

- The cooking facility in the ADU (Accessory Dwelling Unit) must contain:
 - A sink and water faucet
 - Capacity for food refrigeration, and
 - A permanent, built-in stove top, range, or other similar device for cooking food.
- The bathroom facility in the ADU must contain:
 - A sink and water faucet,
 - A toilet, and
 - A shower or bathtub.
- ADUs must meet all applicable Fire and Building Codes.
- It must be visually apparent that the lot where the ADU is located is developed as a single-family residence with an accessory dwelling and the ADU must maintain the single-family appearance and character of the neighborhood. ADUs should be compatible in design and appearance with the main residence on the property.
- Only one ADU per property is permitted.
- ADUs shall not be used for transient lodging.
- The total number of residents that reside in accessory dwelling unit may not exceed the number allowed for "family," as defined in section 10-2-2.
- If a garage or carport is converted to an ADU, the property owner must replace any parking spaces contained in the garage or carport which are required by code with an equal number of parking spaces elsewhere on the property in a manner that complies with all land use standards.

- An ADU shall not be permitted within a mobile home.
- A property owner may not install power or culinary water utility meters that serve only the ADU. The ADU must be served by the same power and culinary water utility meters as the primary dwelling on the property.
- An ADU is not allowed to be sold separately or subdivided from the primary dwelling on the property.

Application Process

Application for an ADU permit is made online through the Town's permit application portal. You can access the ADU permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Property Owner Contact Information

Property owner's first and last name, telephone number, contact email, and mailing address.

Point of Contact Information

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

Site Information

Which ADU are you applying for (internal or external)

Site Address

Parcel #

Zone (if unsure, review the [GIS Map](#) or call the office)

Attachments

Detailed description of the ADU location within the Primary Dwelling

Detailed description of where the Primary Dwelling as well as the External ADU will be located on the property

External ADU floor plan that includes total ADU size, required cooking area, as well as bathroom facilities

Site plan showing additional off-street parking space available for ADU use (this is an addition to the two already required for the Primary Dwelling)