



Development Services
439 W Utah Ave. Payson, UT 84651
Phone: 801-465-5204
www.paysonutah.org

Accessory Apartment Application

Form with fields: Application #, Zone, Approved, Denied, By, Application Date, Review Fee (15-1) \$100

Property Owner Name: \_\_\_\_\_

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

Utah County Parcel No: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

SUBMITTAL CHECKLIST (applicant – please ensure all items are included in this submittal)

- 1. Accessory Apartment Checklist
2. Site Plan including:
a. Location of the accessory apartment
b. All accessory structures
c. Setbacks
d. Distances between buildings
e. Location and dimensions of parking spaces
3. Picture of dwelling from the street showing the front of the home, driveway, exterior access, and frontage improvements.
4. Proof of Ownership
5. Floor Plan including:
a. Label rooms
b. Egress windows and dimensions
c. Location of accessory apartment
d. Interior connection
e. Exterior entrances
6. Provide a written explanation of the interior connection.
7. Fee Payment

I certify that all information submitted is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and other requirements may be imposed that are unique to individual projects. I agree to comply with all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff to enter the subject property to make any necessary inspections.

I understand an accessory apartment permit is only valid for the duration of ownership of the applicant and does not run with the land. The accessory apartment shall terminate whenever owner occupancy is not maintained or when an owner occupant elects to discontinue using the living space as an accessory apartment. If an accessory apartment is denied, revoked, or discontinued, the accessory apartment address shall be removed from the structure. A violation of any Payson City Code may result in denial, suspension, or revocation of an accessory apartment application or permit.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUBMITTAL REQUIREMENTS**

Submit to: Development Services, 439 W Utah Avenue, Payson, UT

Submit Fee: \$100 payable to Payson City

### **NOTE:**

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this application for review is not an acknowledgement by the city of a complete application.

## **ADDITIONAL INFORMATION (Links)**

Payson City Code, Title 13, Zoning Ordinance -

[https://payson.municipalcodeonline.com/book?type=ordinances#name=Title\\_13\\_Zoning](https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_13_Zoning)



## Accessory Apartment Checklist

Payson City Code 13.20.220 permits accessory apartments in detached single-family dwellings located in any residential or agricultural zone subject to satisfying the city code requirements, obtaining a permit, and complying with all building, zoning, and other applicable regulations. An accessory apartment permit is required prior to use of an accessory apartment.

NOTE: Any modifications to the dwelling may require a building permit.

### General Requirements

Check each to insure your home meets the requirements:

- Number: Only one (1) accessory apartment permitted in any single-family dwelling.
- Location: The accessory apartment shall be inside the single-family dwelling.
- Appearance: The home must maintain the appearance of a single-family dwelling with any addition or exterior improvement being similar in character.
- Access: The accessory apartment must:
  - Have its own exterior entrance,
  - The entrance must be located on the side or rear of the building, and
  - Have a paved pedestrian access connecting to the driveway and/or public street.
- Occupancy:
  - The home must be the owner's primary residence.
  - The accessory apartment is rented/occupied to no more than one family as defined in Payson City Code, with no more than four adults.
- Interior Connection: The accessory apartment shall not be walled off and shall maintain an interior connection within the structure between the primary dwelling and accessory apartment. A door with a lock or deadbolt is an appropriate form of connection. Access from a garage shall not qualify as the required interior connection.
- Second Kitchen: The accessory apartment and single-family dwelling shall each have no more than one (1) kitchen.
- Required Improvements: Curb, gutter, and sidewalk along the frontage of a parcel/lot and street side of a corner parcel/lot shall be installed and maintained. If a curb, gutter, or sidewalk is in a state of disrepair, it shall be repaired or replaced prior to the issuance of an accessory apartment permit.
- Utilities: Existing utility laterals and service connections shall be inspected and upgraded as deemed necessary by the utility provider. The structure shall have no more than one (1) meter or lateral for each utility service.
- Parking: Three (3) total off-street parking spaces are required to establish and maintain a single-family residence with an accessory apartment. **Note: Please contact city staff prior to adding additional parking.**
  - Parking spaces shall:
    - Not utilize more than one side yard,
    - Be hard surfaced and accessed by a hard-surfaced driveway,
    - Be served by the same drive approach, with no more than one curb cut permitted in order to

- prevent the appearance of a duplex,
- Not be located closer to the front lot line than the dwelling unless the parking space leads to covered parking or legal parking past the front setback,
  - Serve the same address if two parking spaces are in tandem, tandem spaces shall not be more than two vehicles in depth, and
  - Be continuously available for parking and not obstructed by storage or other items, and each space must be at least 8.5 x 18 feet of hard surface

### **Process**

1. Submit a complete Accessory Apartment Application.
2. Schedule a time for a building inspection.
3. Once Payson City determines that an accessory apartment can be established, the city will assign a new address for the apartment.
4. The owner will place an address placard facing the street and toward the side of the home that accesses the accessory apartment.
5. Payson City will record an Accessory Apartment Permit as a deed restriction on the property stating that an accessory apartment has been established and outlining the permitted use, regulations, and conditions. The property owner is required to sign the Accessory Apartment Permit and recorded documents.