



ACCESSORY DWELLING UNIT CHECKLIST

DATE _____
 PROPERTY OWNER'S NAME _____
 EMAIL AND PHONE: _____
 PROPERTY ADDRESS: _____

Applicant	19.04.216 Dwelling Unit, Accessory (ADU)	Staff	
Verified	<p>“Accessory dwelling unit” means a residential dwelling unit occupied as a separate dwelling unit on the same lot as a single-family dwelling unit, either within the same building as the single-family dwelling unit, attached to the single-family dwelling, or in a detached building. An accessory building does not include a mobile home or manufactured home.</p> <p style="text-align: center;">HISTORY Adopted by Ord. 21-39 on 9/27/2021</p>	Missing	Verified
	ADU APPLICATION (see land use application)	<input type="checkbox"/>	<input type="checkbox"/>
	LAND USE HEARING APPLICATION - Only applies to conversion of existing buildings (see MKZ 19.89.100)	<input type="checkbox"/>	<input type="checkbox"/>
	FEE(s)	<input type="checkbox"/>	<input type="checkbox"/>
	OWNER'S AFFIDAVIT (ADU) Signed and notarized ADU Owner's Affidavit, certifying that the property owner has read the ADU code (MKZ 19.89) and will reside at the property address, as listed within this application.	<input type="checkbox"/>	<input type="checkbox"/>
	SITE PLAN Provide a to-scale site plan showing all existing conditions and all proposed improvements (e.g., property and building size with dimensions, property lines, setbacks, fences, driveways, ditches, easements, utilities, parking, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	FLOOR PLAN Scaled drawings, identifying the existing and proposed interior building layout including size, dimensions, and use of each room. Floor plans shall include all building levels of both the primary dwelling and accessory dwelling unit.	<input type="checkbox"/>	<input type="checkbox"/>
	ELEVATIONS (if applicable) Scaled drawings, identifying existing and proposed exterior building height, materials, colors, windows, doors, balconies, landings, exterior lighting, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	BUILDING PERMIT The design and size of the ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. If the area intended for the ADU was finished prior to the City incorporating (2017), the applicant shall obtain a record of an approved Building Permit, from the SL County Offices and provide such record to the City. If no record of an approved building permit exists and/or, for modifications or new construction involving those items listed above, a new building permit shall be obtained from the Millcreek City Building Department.	<input type="checkbox"/>	<input type="checkbox"/>
	BUSINESS LICENSE Applied for a business license with the City Business License Department.	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL ITEMS:			
	Zone The property is located within the R-1 (single-family residential) or A-1 (agricultural) Zone (see guesthouse exception 19.89.063(K)).	<input type="checkbox"/>	<input type="checkbox"/>
	Dwelling Units The property does NOT exceed one dwelling unit, in addition to the primary dwelling (see 'Dwelling Unit' definition 19.04.215).	<input type="checkbox"/>	<input type="checkbox"/>
	Utilities There are no separate utility meters, either existing or being proposed.	<input type="checkbox"/>	<input type="checkbox"/>
	Easement ADU is NOT located within a recorded public utility easement.	<input type="checkbox"/>	<input type="checkbox"/>
	Perminant Structure ADU is NOT within, or part of, a mobile or manufactured home, trailers or other portable structure.	<input type="checkbox"/>	<input type="checkbox"/>

(Cont.)	ADU TYPE:	INTERNAL	ATTACHED (addition)	DETACHED	(Cont.)	
	Min. Lot Size	6,000 sqft.	6,000 sqft.	8,000 sqft	<input type="checkbox"/>	<input type="checkbox"/>
	Flag Lot	Permitted	Not permitted	Not permitted	<input type="checkbox"/>	<input type="checkbox"/>
	Location (yard area)	Not applicable	Not applicable	Rear yard only	<input type="checkbox"/>	<input type="checkbox"/>
	Min. Parking	One additional off-street parking stall for the ADU has been designated on a site plan	One off-street parking stall per bedroom is provided, in addition to the primary dwelling parking requirements	One off-street parking stall per bedroom is provided, in addition to the primary dwelling parking requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Parking Location	ADU parking shall be off-street	Parking is either within a garage or further than 8 feet from side/rear property line.	Parking is either within a garage or further than eight feet (8') from property line. Parking within 15 feet of property line shall be screened	<input type="checkbox"/>	<input type="checkbox"/>
	Max. Lot Coverage	Not applicable	Determined by the underlying zone (MKZ 19.71.040 Table 1)	Determined by the underlying zone (MKZ 19.71.040 Table 1) and, not to exceed 25% of rear yard area	<input type="checkbox"/>	<input type="checkbox"/>
	Max. Area of ADU	Not applicable	Not applicable	Max. 850 sqft. or 50% of the habitable area of the building footprint of primary residence, whichever is less	<input type="checkbox"/>	<input type="checkbox"/>
	Height	No change to the appearance of the primary dwelling	See underlying zone requirements 19.14.060	Bldgs. exceeding 14 feet require additional setbacks. Max. 24 feet	<input type="checkbox"/>	<input type="checkbox"/>
	Doors, Balconies, Stairways	No change to the appearance of the primary dwelling	ADU entrance shall NOT be visible from public right-of-way	Shall not be visible from property line if located within 15 feet of an adjacent property. Second story balconies are prohibited. Landings & stairs shall not encroach into setbacks.	<input type="checkbox"/>	<input type="checkbox"/>
	Exterior Windows	No change to the appearance of the primary dwelling	Not Applicable	If located within 15 of property line, windows shall be translucent or not visible from an adjacent property or installed as a skylight	<input type="checkbox"/>	<input type="checkbox"/>
	ADU Occupancy Limit	Not applicable	2 adults and any number of children	2 adults and any number of children	<input type="checkbox"/>	<input type="checkbox"/>
	Materials/Colors	No change to the appearance of the primary dwelling	20% of ADU façade materials and 50% of ADU façade color shall match primary dwelling	20% of ADU façade materials and 50% of ADU façade color shall match primary dwelling	<input type="checkbox"/>	<input type="checkbox"/>
	Roof Design	No change to the appearance of the primary dwelling	Roof have a pitched unless the roof of the primary dwelling is flat	Roof have a pitched unless the roof of the primary dwelling is flat	<input type="checkbox"/>	<input type="checkbox"/>
	Setbacks	No change to the appearance of the primary dwelling	See underlying zone requirements (MKZ 19.14.050)	Min. six feet (6') from primary dwelling and five feet (5') from rear and side property lines (see also height & setback requirements per MKZ 19.14.070)	<input type="checkbox"/>	<input type="checkbox"/>
	Exterior Lighting	No change to the appearance of the primary dwelling	Not applicable	Light source shall be directed downward and not visible from adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
	Slope	Not applicable	Not applicable	Shall not be built on slopes of 30% or greater	<input type="checkbox"/>	<input type="checkbox"/>