



ACCESSORY DWELLING UNIT APPLICATION

West Bountiful City

PLANNING AND ZONING

550 N 800 W

West Bountiful, UT 84087

Phone: (801) 292-4486

www.wbcityut.gov

Date: _____

Applicant Name: _____

Applicant Address: _____

Parcel Number: _____ **Primary Phone:** _____

ADU Type ☐ Internal / Attached ADU ☐ Newly Constructed Detached ADU ☐ Existing Structure
DADU Conversion

Supporting Information

All the following items must be included in order to start the review process:

Required for all ADUs

1. Completed Application and Applicable ADU Checklist _____
Submit a completed application and a signed Internal ADU Checklist or Detached ADU Checklist. (See attached)
2. Site Plan _____
Show property lines, the primary dwelling, all accessory structures, the proposed ADU location, off street parking, parking dimensions and applicable setbacks.

Required for internal ADUs

3. Internal ADU Floor Plan _____
Show the portion of the primary dwelling proposed for the ADU, the floor layout, the connection to the primary dwelling, exterior entrances, ADU square footage, and any garage or carport conversion area.
4. Exterior Elevations, if applicable _____
Required for additions, new exterior entrances, or exterior alterations.

Required for Detached ADUs

5. Detached ADU Site Plan _____
Show the detached ADU dimensions, distances to property lines and the primary dwelling, added parking and sanitary sewer connection.
6. Detached ADU Floor Plan and Elevations _____
Show the structure's overall dimensions and gross floor area, ADU area and height information.

Certification and Signature

I certify that the information provided is true and correct to the best of my knowledge and that the proposed ADU will comply with applicable zoning regulations. I acknowledge that the approval of this application does not constitute final approval of the ADU, and all required permits must be obtained.

Date: _____ Applicant Signature: _____

FOR OFFICIAL USE ONLY

Application Received Date: _____

Application Approval Date: _____

Application Approved By: _____

Building Permit Required: (YES) (NO)

SPECIFIC REQUIREMENTS FOR INTERNAL ADUs
WMBC CODE 17.82.040

Read and Initial After Each Item:

- A. The owner of the property on which the ADU is located, as listed in the County Recorder's Office, must reside on the property as the owner's principal residence, except for business, medical, military service, or religious reasons for a continuous time period not exceeding three years. If an absence is warranted due to the above reasons, an on-site manager shall be designated for the period of the absence. At no time shall both the ADU and the primary dwelling be rented as separate units. _____
- B. Number of Accessory Dwelling Units. A maximum of one (1) ADU shall be allowed on any lot or parcel. _____
- C. Adequate off-street parking shall be made available to accommodate the residential use of an ADU, subject to the residential use parking requirements of Chapter 17.52 of the West Bountiful Municipal Code and state law. Parking spaces may include garage and driveway space. If the ADU is created within a garage or carport, sufficient off-street parking must be provided to replace the parking contained within the garage or carport. Parking stalls outside of a garage shall be paved with concrete, masonry, asphalt, or concrete pavers; gravel parking stalls or driveways are also allowed.
 - a. A minimum of one (1) additional off-street parking space shall be provided and designated for an internal ADU. _____
- D. No separate utility metering for the ADU shall be allowed, and the utility service shall be in the property owner's name. _____
- E. An ADU shall comply with the construction housing codes in effect at the time the ADU is constructed, designated as an ADU, or remodeled. This shall include obtaining a building permit or other permits as the codes may require. _____
- F. A separate entrance to the ADU shall not be allowed to face the front yard. Any separate entrance shall be located to the side or rear of the primary dwelling. _____
- G. Each ADU shall be subject to an ADU agreement on a form provided by the City and recorded with the County Recorder. The ADU agreement shall run with the land and bind any subsequent owner of the property. If the owner of record of a property changes, the new owner shall be required to submit a new ADU application and occupy the property as the owner's primary residence; otherwise, the ADU shall be immediately vacated and shall no longer be used as an ADU. The recorded ADU agreement shall acknowledge that the owner must reside in the primary dwelling or ADU, subject to allowed absences under this chapter. _____

- H. The ADU shall be identified with a separate address using the letter "B" to provide clarity for emergency purposes. A second mailbox is recommended but not required. _____
- I. If the ADU is leased, language that the lease will terminate upon sale of the property will be included in any lease documents. _____
- J. Any additions to an existing building shall not exceed the allowable lot coverage standard for the underlying zone or encroach into the required setbacks. _____
- K. By applying for an ADU, the property owner shall agree that the main dwelling and the proposed ADU will not be used as a short-term rental, as defined by state code. _____
- L. Penalties may be imposed to assure compliance with this chapter as per Section 17.08.050 _____

SPECIFIC REQUIREMENTS FOR DETACHED ADUs
WMBC CODE 17.82.050

Read and Initial After Each Item:

- A. The owner of the property on which the ADU is located, as listed in the County Recorder's Office, must occupy either the primary dwelling or the ADU as the owner's principal residence, except for business, medical, military service, or religious reasons for a continuous time period not exceeding three years. If an absence is warranted due to the above reasons, an on-site manager shall be designated for the period of the absence. At no time shall both the ADU and the primary dwelling be rented as separate units. _____
- B. A maximum of one (1) ADU shall be allowed on any lot or parcel. _____
- C. The minimum lot size required for a detached ADU in all single-family residential zones shall be eleven thousand (11,000) square feet.
- D. The gross floor area of the ADU shall be no greater than fifty percent (50%) of the square footage footprint of the primary dwelling or one thousand (1,000) square feet, whichever is less. The minimum size of the ADU shall be 201 square feet. _____

For purposes of determining compliance with the maximum floor area permitted for a detached ADU, the gross floor area of the entire detached accessory structure containing the ADU shall be counted, regardless of how the structure is divided or used. Floor area devoted to garages, workshops, storage areas, studios, recreational space, or other uses within the same structure shall be included in the detached ADU's total gross floor area.

- E. Parking. Adequate off-street parking shall be made available to accommodate the residential use of an ADU, subject to the residential use parking requirements of Chapter 17.52 of the West Bountiful Municipal Code and state law. Parking spaces may include garage and driveway space. If the ADU is created within a garage or carport, sufficient off-street parking must be provided to replace the parking contained within the garage or carport. Parking stalls outside of a garage shall be paved with concrete, masonry, asphalt, or concrete pavers; gravel parking stalls or driveways are also allowed. _____
 - a. A minimum of one (1) additional off-street parking space shall be provided and designated for an ADU that is smaller than 650 square feet.
 - b. A minimum of two (2) additional off-street parking spaces shall be provided and designated for an ADU that is larger than 650 square feet.
- F. Yard Regulations. _____
 - a. Detached ADUs shall not be located in the front yard of the primary dwelling.
 - b. Detached ADUs in the A-1 and R-1-22 zones must adhere to the following setbacks:
 - i. Rear Yard: Thirty feet (30') from property line.
 - ii. Side Yard: Ten feet (10') from property line.

- iii. Street Side Yard: Twenty feet (20') from property line.
 - iv. Primary dwelling: Eight feet (8') from primary dwelling.
 - c. Detached ADUs in the R-1-10 zone must adhere to the following setbacks:
 - i. Rear Yard: Twenty feet (20') from property line.
 - ii. Side Yard: Ten feet (10') from property line.
 - iii. Street Side Yard: Twenty feet (20') from property line.
 - iv. Primary dwelling: Eight feet (8') from primary dwelling.
- G. The maximum height for detached ADUs shall comply with the maximum height requirements for a main structure within the applicable zoning district. _____
- H. Conversion of existing accessory buildings (such as detached garages) that received a building permit on or before October 1, 2026, may only occur where the existing accessory building was legally constructed and meets the setback requirements for a detached ADU. _____
- I. An ADU shall comply with the construction housing codes in effect at the time the ADU is constructed, designated as an ADU, or remodeled. This shall include obtaining a building permit or other permits as the codes may require, and adherence to the following: _____
 - a. Septic tanks and other onsite wastewater disposal systems shall not be permitted for an ADU.
- J. By applying for an ADU, the property owner shall agree that the main dwelling and the proposed ADU will not be used as a short-term rental, as defined by state code. _____
- K. Each ADU shall be subject to an ADU agreement on a form provided by the City and recorded with the County Recorder. The ADU agreement shall run with the land and bind any subsequent owner of the property. If the owner of record of a property changes, the new owner shall be required to submit a new ADU application and occupy the property as the owner's primary residence; otherwise, the ADU shall be immediately vacated and shall no longer be used as an ADU. The recorded ADU agreement shall acknowledge that the owner must reside in the primary dwelling or ADU, subject to allowed absences under this chapter. _____
- L. The ADU shall be identified with a separate address using the letter "B" to provide clarity for emergency purposes. A second mailbox is recommended but not required. _____
- M. Lease Agreement. If the ADU is leased, language that the lease will terminate upon sale of the property will be included in any lease documents. _____
- N. Lot Coverage. Any additions to an existing building shall not exceed the allowable lot coverage standard for the underlying zone or encroach into the required setbacks. _____
- O. Penalties. Penalties may be imposed to assure compliance with this chapter as per Section 17.08.050. _____