



# Accessory Dwelling Unit (ADU) Permit Application

Ogden City Development Services  
2549 Washington Blvd. Suite 240  
Ogden, Utah 84401  
(801) 629-8930

Please print legibly and complete all areas:

### Location of proposed Accessory Dwelling Unit (ADU)

Parcel ID: 

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Owner's Name:

Address:

E-mail:

Phone:

Architect/Engineer:

Phone:

E-mail:

### Accessory Dwelling Unit (ADU) Requirements

1. The property owner must live in either the main dwelling or ADU as their primary residence in order to be eligible to rent out a dwelling unit to no more than two adults with or without minor children.
2. A detached ADU shall not be less than 300 square feet or more than 800 square feet. Detached units shall not occupy more than 25% of the rear yard area, nor shall any group of accessory buildings in combination occupy more than 25% of the rear yard area.
3. The dwelling must retain its single-family appearance and cannot be altered except to meet current building code.
4. If possible, existing building entrances shall remain unchanged. If a new entrance is necessary to access the ADU, it shall be installed on either the side or to the rear of the existing building.
5. Entry doors and egress windows from sleeping rooms are required to meet current building code.
6. The dwelling shall have the required two off-street parking spaces that meet all the requirements for off-street parking. No additional parking in the front or side yard is permitted.

**NOTE: If you plan to remodel existing buildings or construct a new building to create a new dwelling unit, be aware that construction plans are required, contact Building Services Division for further information 801-629-8985**

### Items needed to apply for ADU approval:

- Site plan drawn to scale. (see back of this form)
- Labeled floor plans drawn to scale, showing the following:
  - Identify the spaces designated for the ADU.
  - Identify each room's finished ceiling height in inches, include and detail the height of any areas that has a lower ceiling due to ductwork or beam drops.
  - Identify the specific locations of smoke detectors and at least one carbon monoxide detector on the floor plan.
- Bedroom window plans with the following information detailed and shown (marked-up photos can be used for existing buildings):
  - Identify the size of each proposed ADU bedroom window openable area dimensions in width and height, measurement to be from inside of frame when the window is in the fully open position.
  - Identify each proposed ADU bedroom windowsill height from the inside finished floor to the top of windowsill.
  - Identify the exterior of each proposed ADU bedroom window.
- Elevation drawings showing all sides of the building, with dimensions (marked-up photos can be used for existing buildings).
- Proof of property ownership: One copy of current Weber County ownership plat.  
(Available at Weber County, 2380 Washington Blvd. or on their website: [www.co.weber.ut.us/psearch/](http://www.co.weber.ut.us/psearch/))
- Proof of owner's residency on the property: Driver's license, current utility bill, etc.

**Filing Fee: \$250** Must accompany application and required attachments

Noncompliance with the standards of the ADU ordinance 15-13-39 shall be just cause for the denial of this application or the revocation of an accessory dwelling permit if the conditions are not maintained that allowed the accessory dwelling unit.

I have read the application and hereby certify that the information contained herein is correct.

Owner's signature \_\_\_\_\_

(date) \_\_\_\_\_

Application accepted by: \_\_\_\_\_

## Land Use Permit

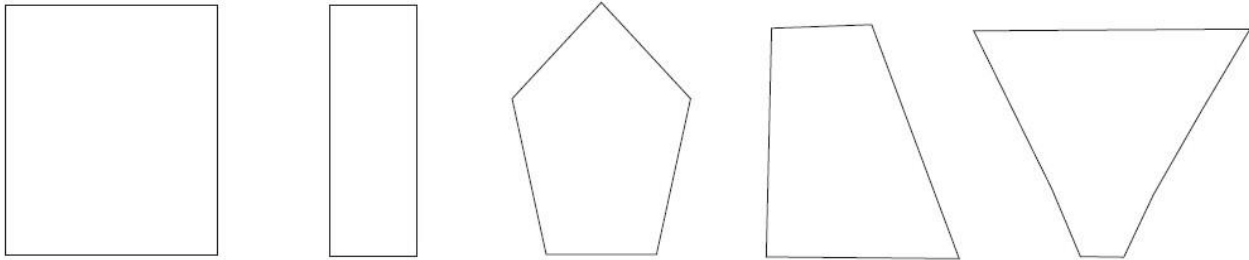
Once the application has been approved, a land use permit and a certificate of an approved ADU will be issued. The city shall record a copy of the certificate with the office of the Weber County Recorder.

## Renewal of an ADU Land Use Permit:

The change of property ownership voids the accessory dwelling unit permit. A new permit must be applied for by the new property owner if they wish to continue the use of the property as a single-family dwelling with a rentable ADU.

## How to draw a simple site plan in 5 easy steps:

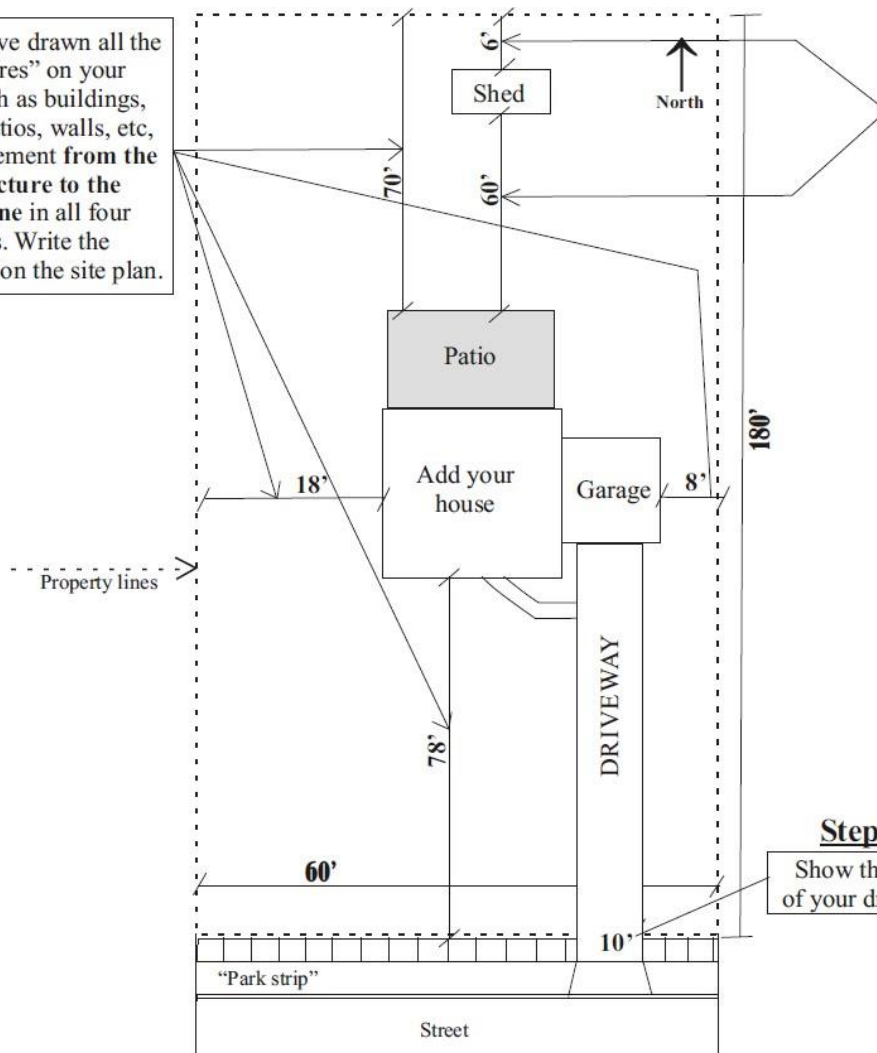
### Step 1: Draw the basic shape of your property (the lot your house is on):



### Step 2: Draw all the permanent structures.....

#### Step 3:

After you have drawn all the "hard features" on your property, such as buildings, driveways, patios, walls, etc, take a measurement from the main structure to the property line in all four directions. Write the measurements on the site plan.



#### Step 4:

Take measurements from the main structure to any outbuildings, and from those outbuildings to the property line. Write these on the site plan.

#### Step 5:

Show the width of your driveway

**Note\*** This is a sample of an imaginary property. You cannot use it for *your* property. Use it only as a *guide* to draw your own. Your drawing does not need to be done on a computer...it can be drawn with pencil and paper.