



Accessory Dwelling Application Checklist

Please review Title 10-17-1 of the Woodland Hills City Code available at www.woodlandhills-ut.gov before completing this application. Below is a list of information that needs to be submitted with the application. If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted.

Application Fee \$300.00

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form**
- Site Plan** showing the following:
 - Site Address
 - Property boundaries and dimensions
 - Layout of existing and proposed buildings and parking areas, including floor plans, as applicable.
- Proof of compliance with building and construction codes:**
 - A copy of the building permit issued for the construction of the proposed unit, OR
 - An inspection report from the Building Official, or their designee, confirming compliance with minimum health and safety standards as set forth in the City of Woodland City Code.
- Application Fee**

Other information may be submitted or required, which may aid the city in making an informed decision.

NOTE: Following approval of an Accessory Dwelling Unit, the owner(s) must execute a Notice of Accessory Dwelling Unit document and return it to the City for recording at the Utah County Recorder's Office.



PLEASE NOTE: This application has an accompanying checklist which specifies the information required in order for your application to be processed. Before submitting the application, please review the checklist and have all the required information. **Incomplete applications will not be accepted.**

The following must be submitted with this application:

- All information indicated in the attached checklist.
- Application Fee:

Date of Application:		Zone:		Parcel #(s):			
Accessory Dwelling Unit Location/Address:						Acreage:	
Project Description (use additional pages if needed):							
Property Owner(s):				Contact Person (if different from Property Owner(s)):			
Address:				Address:			
City:		State:	Zip:	City:		State:	Zip:
Phone Number:				Phone Number:			
Email:				Email:			

FOR OFFICE USE ONLY			
Application fee: \$300.00		Received date:	Received by:
TOTAL:		Amount received:	Receipt #:
		File #:	
		Assigned to:	

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement there in contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

_____ (Property Owner)

_____ (Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in _____ County, Utah

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

_____ (Property Owner)

_____ (Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me

_____, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

(Notary)
Residing in _____ County, Utah

When recorded return to:
City of Woodland Hills
200 S. Woodland Hills Dr.
Woodland Hills, UT 84653



Notice of Acknowledgment

Accessory Dwelling Unit

I (We), the undersigned, hereby acknowledge that the home located at: _____ in
the City of Woodland Hills , State of Utah (Parcel ID: _____ : _____ : _____) **Legal Description:**

was approved on _____ to have an accessory dwelling unit pursuant to Chapter 10-17-1 of the City of Woodland Hills City Code in effect as of this date. I (We) acknowledge the accessory dwelling unit is required to continuously meet all requirements of the City of Woodland Hills land use ordinances and all other applicable laws including the requirement that either the primary dwelling unit or the accessory dwelling unit must be owner-occupied at all times.

Homeowner Signature

Homeowner Print

Homeowner Signature

Homeowner Print

On the _____ day of _____, _____ personally appeared
before me and acknowledged before me that he/she/they executed the foregoing document.

[Notary Public Seal]

Notary Public Signature

My Commission Expires: _____

Residing in _____ County, State of Utah

