

# ACCESSORY DWELLING UNIT APPLICATION CHECKLIST

30 West 100 South | PO Box 901 | Salem, UT 84653  
801-423-2770 | [www.salemcity.org](http://www.salemcity.org)

## Salem City

Please review Title 14, Chapters 5-8 of the Salem City Code available at [www.salemcity.org](http://www.salemcity.org) before completing this application. Below is a list of information that is required 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.**

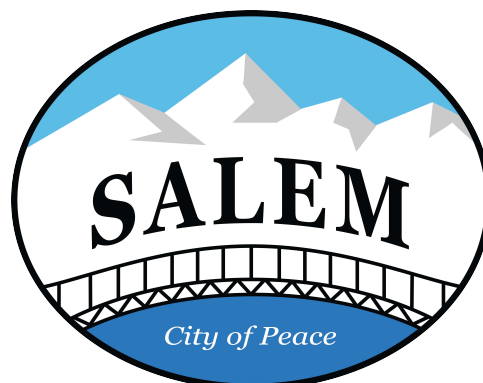
### Application Fee: \$300

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 section 14-1-0065 of Salem's Land Use Ordinances.
- Application Fee**

Other information may be submitted or required, which may aid the Zoning Administrator 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. A sample of this acknowledgment may be found on Page 4 of this application packet.



# ACCESSORY DWELLING UNIT APPLICATION

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801-423-2770 | www.salemcity.org

## Salem City

**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: \$300

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:
		Amount received:
		Receipt #:
		File #:
TOTAL:	_____	Assigned to:

AFFIDAVIT  
PROPERTY  
OWNER

STATE OF UTAH            )  
  ) ss  
COUNTY OF UTAH        )

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 therein 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

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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.

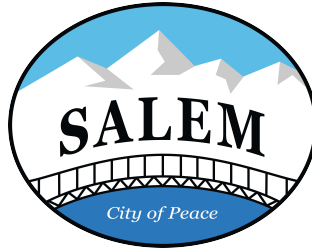
\_\_\_\_\_ (Property Owner)  
\_\_\_\_\_ (Property Owner)

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:  
Planning Division  
City of Salem  
30 West 100 South  
PO Box 901  
Salem, UT 84653



## Notice of Acknowledgment

### Accessory Dwelling Unit

I (We), the undersigned, hereby acknowledge that the home located at:  
\_\_\_\_\_ in the City of Salem, State of Utah (Parcel ID: \_\_:\_\_:\_\_\_\_\_)

**Legal Description:**

was approved on \_\_\_\_\_ to have an accessory dwelling unit pursuant to Chapter 14 of the Salem City Land Use Ordinance in effect as of this date. I (We) acknowledge the accessory dwelling unit is required to continuously meet all requirements of the City of Salem 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.

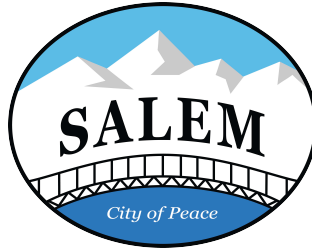
[Notary Public Seal]

\_\_\_\_\_ Notary Public Signature

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of Utah

When recorded return to:  
Planning Division  
City of Salem  
30 West 100 South  
PO Box 901  
Salem, UT 84653



## Notice of Acknowledgment

### Accessory Dwelling Unit

I (We), the undersigned, hereby acknowledge that the home located at:

**30 West 100 South** in the City of Salem, State of Utah (Parcel ID: **09:031:0008**)

**Legal Description:** COM AT SE COR OF LOT 1, BLK 31, PLAT A, SALEM CITY; W 231 FT; N 81 FT; E 231 FT; S 81 FT TO BEG. ALSO: COM N 81 FT FR SD SE COR; W 231 FT; N 11 FT; E 13.9 FT; S 2 FT; E 4.5 FT; N 2 FT; E 5 FT; N 6 FT; E 119.30 FT; S 56 DEG 19'E 10.8FT; E 79.3 FT; S 11 FT TO BEG. AREA .08 ACRE. TOTAL ACREAGE .51 ACRE

was approved on January 1, 2020 to have an accessory dwelling unit pursuant to Chapter 14 of the Salem City Land Use Ordinance in effect as of this date. I (We) acknowledge the accessory dwelling unit is required to continuously meet all requirements of the City of Salem 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.

*John Doe*

Homeowner Signature

John Doe

Homeowner Print

*Jane Doe*

Homeowner Signature

Jane Doe

Homeowner Print

On the 1<sup>st</sup> day of January 2019, **John Doe and Jane Doe** personally appeared before me and acknowledged before me that he/she/they executed the foregoing document.

[Notary Public Seal]

\_\_\_\_\_  
Public Signature Notary

My Commission Expires: \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of Utah