



## Application for an Accessory Dwelling Unit (ADU) Permit

Murray City recognizes that accessory dwelling units (ADUs) in primarily residential zones can be an important tool in the overall housing plan for the city. The city actively encourages homeowners to construct ADUs to help supplement income, provide for life-cycle housing, and encourage affordable housing that is needed in the greater Salt Lake valley.

### Overview

Property owners wanting to construct and/or operate an ADU must apply and receive approval by Murray City Planning Division staff. ADU permit applications are reviewed by Planning Division staff to determine compliance with the regulations in Chapter 17.78 of the Murray City Land Use Ordinance.

### Submittal:

Applicants may submit an application at any time when all the necessary documents are prepared and associated fees paid. The Planning Division will schedule the application for review by Murray City officials.

### Application Fee (non-refundable):

Accessory Dwelling Unit Permit: \$125

### Application Process:

Step 1. Contact the Planning Division. Meet informally with a member of the planning division staff to discuss your ADU and review the issues, procedures and fees associated with the application.

Step 2. Submit Application. For all Accessory Dwelling Unit applications please submit the following information:

- Completed Accessory Dwelling Unit application form.
- Complete the following written statements made before a notary:
  - Property Owner's Affidavit.
  - Owner Occupancy Affidavit.
  - Affidavit acknowledging that the ADU shall not be used as a short-term rental.
- If the property owner is to be represented by an agent during meetings with the City, please complete the Agent Authorization form provided.
- Payment of application fee.
- Provide one (1) 11"x 17" paper copy, and one (1) electronic copy of the following:
  - Site Plan:
    - Project Name.
    - Accurate dimensions of the subject property drawn to scale.
    - Include all existing buildings.
    - Location of all proposed improvements (building, entrance to the ADU, new windows, etc.).

- Include the location of required parking.
- Floorplans:
  - Dimensions drawn to scale.
  - Include labels of each living space (bedroom, bathroom, living room, etc.).
  - Provide the square footage of each living space.

***Step 3. Planning Review Meeting.*** The completed application will be provided to various Murray City Staff for review before it is reviewed by the Planning Division. The applicant may be asked to attend a review meeting with the staff if necessary. The applicant will be notified in advance of the meeting if it is required.

***Step 4. Planning Division Action.*** Approximately three (3) weeks after a completed application is submitted, planning staff will issue a decision to approve, approve with conditions, or deny the Accessory Dwelling Unit Permit.

***Step 5. Building Division Action.*** The applicant will need to contact the Building Division to ensure that the proposed accessory dwelling unit meets the requirements of the building code. The requirements for an accessory dwelling unit are included in this packet.

***Step 6. Business Licensing.*** The applicant will need to obtain a residential rental business license in order to begin renting out the main dwelling or ADU. This will include inspections of the accessory dwelling unit by the Building and Planning Divisions and the Fire Department. An application for a residential rental license is attached to this packet. Please contact Business Licensing with any questions in obtaining a license.

**Appeal of Planning Division Decision:**

Anyone aggrieved with a decision of the Planning Division may appeal the decision to the Hearing Officer. The appellant may be the applicant, neighboring property owner, or the City itself. Appeals must be in writing and received by the Planning Division within ten (10) calendar days of the Division's written decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.

# ACCESSORY DWELLING UNIT (ADU) APPLICATION

Type of ADU(check one): Attached: \_\_\_\_\_ Detached: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area(acres): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Total Main Dwelling Floor Area (square feet): \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Total ADU Floor Area (square feet): \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Property Owner's Information (If different)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Office Use Only**

Project Number: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_

### **Property Owners Affidavit**

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

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Owner's Signature

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Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Residing in \_\_\_\_\_ Notary Public  
My commission expires: \_\_\_\_\_

### **Agent Authorization**

I (we), \_\_\_\_\_, the owner(s) of the real property located at  
\_\_\_\_\_, in Murray City, Utah, do hereby appoint  
\_\_\_\_\_, as my (our) agent to represent me (us) with regard to this  
application affecting the above described real property, and authorize  
\_\_\_\_\_, to appear on my (our) behalf before any City board  
or commission considering this application.

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Owner's Signature

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Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

On the \_\_\_\_\_ 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.

Residing in \_\_\_\_\_

Notary public  
My commission expires: \_\_\_\_\_

**Accessory Dwelling Unit – Owner Occupancy Affidavit**  
(To Be Completed, Signed and Recorded at Salt Lake County by Property Owner)

Property Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Murray, UT \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Legal Description: See Attached

I (we) \_\_\_\_\_, depose and say that I (we) am (are) the current owner(s) of the property listed above. I (we) certify that the second dwelling unit on the property is an accessory dwelling and understand that a future purchaser of the property will be required to reauthorize the accessory dwelling unit in order to continue the use.

I (we) also understand that any use of the accessory dwelling unit on the property is contingent on the owner of the property occupying either the principal or accessory dwelling unit as their principal residence and compliance with the provisions of Murray City Code.

I (we) also understand that the main dwelling and the accessory dwelling unit may not be used as short-term rentals. Meaning that the dwelling shall not be rented out for less than thirty (30) days at a time.

State of Utah        )  
County of Salt Lake        )

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Owner's Signature

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Owner's Signature (co-owner if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public

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Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

After recording provide a copy to:  
Murray City Corporation  
Community & Economic Development Department  
10 East 4800 South  
Murray UT 84107  
(801) 270-2420