PARK CITY MUNICIPAL CORPORATION PLANNING DEPARTMENT 445 MARSAC AVE ° PO BOX 1480 PARK CITY, UT 84060 (435) 615-5060



	ACCESSORY A	PARTMENT		
For Office Use Only				
CITY STAFF	PLANNING COMMISSION	APPLICATION #		
APPROVED	APPROVED	DATE RECEIVED		
DENIED	DENIED	EXPIRATION		
PROJECT PLANNER				
PROJECT INFORMATION				
NAME:				
ADDRESS:				
			00	
TAX ID: SUBDIVISION:			OR OR	
SURVEY:		LOT #: BLOCK #:	0R	
APPLICANT				
NAME:				
MAILING ADDRESS:				
PHONE #:	_() -	FAX #: _() -		
EMAIL:				
APPLICANT REPRESENTATIVE INFORMATION				
NAME:				
PHONE #:	() -			
EMAIL:				

SUBMITTAL REQUIREMENTS – All of the following items must be included for the Planning Department to accept the application:

- 1. Completed and signed application.
- 2. A written statement describing the request.
- 3. Review fees: Allowed Use - \$330.00
- 4. One (1) floor plan showing Building Code compliance that clearly identifies existing conditions and proposed changes.
- 5. One (1) site plan showing compliance with parking and landscape requirements that clearly identifies existing conditions and proposed changes.
- 6. One (1) draft copy of the Deed Restriction proposed to be recorded with Summit County.
- 7. For property that is part of a Homeowner Association, evidence of Homeowner Association notification and approval.
- 8. An electronic Excel spreadsheet with property owner, Summit County Assessor Parcel Number, and mailing address for properties within 100 feet, measured from the property line.

Template is available through <u>https://www.parkcity.org/departments/planning</u>.

PROJECT DESCRIPTION

- 1. On a separate sheet of paper, give a general description of the proposal and attach it to the application (See Submittal Requirement #2).
- 2. Existing Zoning: _____
- 3. Size of Accessory Apartment unit: ______ square feet
- 4. Total house size: ______ square feet
- 5. Number of bedrooms in the accessory apartment:
- 6. Number of parking spaces: _____ required _____ proposed
- 7. Are the parking spaces tandem? Yes
- 8. Other applications at subject project that are under review by the City?
- "If an Accessory Apartment permit is granted, the Accessory Apartment must be rented for periods of at least 90 days." Are you aware of and willing to comply with this condition? Yes No

No

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant:	
Name of Applicant:	
	PRINTED
Mailing Address:	
Phone:	Fax:
Email:	
Type of Application:	

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Date:

Street Address/ Legal Description of Subject Property:

Signature:

1 If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.

2 If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action.

WHEN RECORDED RETURN TO: PARK CITY MUNICIPAL CORPORATION ATTN: CITY RECORDER PO BOX 1480 PARK CITY UT 84060

NOTICE TO PURCHASERS

In consideration of the issuance of an accessory apartment permit by Park City Municipal Corporation on the _____ day of _____, 20___, on the following described property:

I hereby acknowledge and agree to the following conditions relating to said Accessory Apartment permit:

"A permit for an Accessory Apartment was issued to ______, the current Owner of this Property on ______. This permit runs with the land and is automatically transferred to the new owner by the sale or transfer of this Property, provided however, if the Use by the new Owner does not continue to comply with the conditions of approval, the permit may be invalidated by the Planning Department pursuant to Land Management Code Section 15-4-7(B)(1). The Use of the Accessory Apartment shall abide by Land Management Code Section 15-4-7. The Owner and tenants shall strictly adhere to all conditions of approval. The Accessory Apartment rental term shall be no less than ninety (90) days."

The Owner shall submit an Annual Compliance Report for the Accessory Apartment to the City by June 30 of each year. The Annual Compliance Report shall be accompanied by a signed affidavit by the Owner certifying that such Owner is in compliance with the terms of the Accessory Apartment approval. Failure of the City to mail or otherwise provide the Annual Compliance Report form to an Owner does not discharge the obligations of such Owner to make the Annual Compliance Report. The City may request additional documentation to demonstrate that the Unit is rented for terms no less than ninety (90) days.

I further agree to the recording of this agreement in the office of the Summit County Recorder.

Dated _____ Owr

Owner: _____

State of Utah ____)

County of _____)

The foregoing Notice to Purchasers was acknowledged before me this _____ day of _____, 20____, by ______, the owner of the above described property, who executed the same.

Notary Public

Park City Affordable Housing Affidavit For Owner Occupied Units

State of Utah County of Summit



BEFORE ME, the undersigned Notary	/,	[name of	
Notary before whom affidavit is sworn	[day of month] day of		
[month], 20	_, personally appeared		
[na	me of affiant], known to me	to be a credible person and of	
lawful age, who being by me first duly	sworn, on [his c	or her] oath, deposes and says:	
I currently own my residence at	(street address) which is		
a deed restricted property to preserv	e affordability. I am fully aware	e of the restrictions and am to the	
best of my knowledge in compliance	including the requirement for	owner occupancy. I verify that I	
continue to live in it as my primary re	esidence.* I have never rented	my home even for short periods	
of time. I have not acquired any dire	ct interest in other real propert	y since my purchase of the deed	
restricted unit listed above. If approv	red by the city's housing office	to rent to a roommate, please list	
name, employment and amount of re	ent charged:		
		·	
[signature of affiant]			
(printed name of affiant]	(phone)		
[mailing address of affiant, line 1]			
[mailing address of affiant, line 2]	(email address)		
Subscribed and sworn to before me, this	[day of month] c	lay of [month],	
20			
		[Notary Seal:]	
[signature of Notary]			
[typed name of Notary]			
NOTARY PUBLIC	My commission expires		

*Primary Residence is defined as the domicile in which you live for no less than 9 months out of any given 12 month period.