

STAFF USE ONLY
GL: 10-3413-105 Dist. Code: 228
FEE: \$50



SARATOGA
SPRINGS
PLANNING

Registrations submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Monday. First round of comments anticipated complete after 10 business days.

INTERNAL ACCESSORY DWELLING UNIT (IADU) REGISTRATION

Property Owner: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Lot Size: _____ **Property Serial Number:** _____

Requirements of Chapter 19.20 of the Saratoga Springs City Code (Check all that comply):

- | | |
|---|--|
| <input type="checkbox"/> Maximum of 1 IADU per lot | <input type="checkbox"/> Complies with all building and fire codes |
| <input type="checkbox"/> Unit is owner occupied | <input type="checkbox"/> Separate entrance |
| <input type="checkbox"/> Lot size is greater than 6,000 sq ft | <input type="checkbox"/> Single family appearance |
| <input type="checkbox"/> Includes kitchen, bathroom and sleeping area | <input type="checkbox"/> IADU addressed as Unit B |
| <input type="checkbox"/> At least 1 off street parking stall behind the front setback of the house (setbacks vary, verify with Planning Dept) | <input type="checkbox"/> Utility meters in property owner's name |
| | <input type="checkbox"/> Not used as a short-term rental |
| | <input type="checkbox"/> Home occupations are restricted |

APPROVAL: This registration is in compliance with Saratoga Springs Building Code and City Code requirements, and is approved.

_____ Building Official or Designee	_____ Date
_____ Planning Manager or Designee	_____ Date

Supporting Materials

In an effort to provide the best service and most efficient review of your registration, it will not be accepted unless the registration is determined to be complete, containing all items on the registration checklist. Submit the signed registration and supporting materials to Building@SaratogaSpringsCity.com. Please contact Community Development at 801-766-9793 x155 with questions.

19.20.13. Registration.

Any person owning an existing IADU that has not previously been permitted by the City, or any person constructing or causing the construction of a residence that has an IADU, or any person remodeling or causing the remodeling of a residence for an IADU, shall register the IADU with the Community Development Department. This shall be in addition to a building permit for any work to be performed. In order to meet the requirements of the registration, the applicant shall:

- a. Submit a fee to be determined by the approved Fee Schedule with a completed registration form including a site plan that shows property lines and dimensions, the location of existing buildings and building entrances, proposed additions, dimensions from additions to property lines, the location of parking stalls, and utility meters,
- b. Include detailed floor plans with labels on rooms indicating uses or proposed uses,
- c. Obtain a building permit and pay building permit fees, if applicable, for the construction of a new dwelling, or the remodeling of an existing dwelling, in accordance with the established fees and charges,
- d. Make all corrections identified as necessary to comply with building code requirements, as identified by the building official or his designee, and
- e. Demonstrate and affirm that their property is otherwise in compliance with all other provisions of the zoning ordinance and applicable law.

Applicant	City Staff	<i>Please check the applicable box to indicate the materials have been included with the registration.</i>
		1. Registration form.
		2. Registration fee of \$50 .
		3. Signature of the property owner on the registration form.
		4. Site plan that shows property lines and dimensions, the location of existing buildings and building entrances, proposed additions, dimensions from additions to property lines, the location of parking stalls behind the front setback of the house, and utility meters, and any other pertinent information.
		5. Detailed floor plans with labels on rooms indicating uses or proposed uses.

Please refer to Chapter 19.20 of the Land Development Code for all IADU requirements and regulations.
[1920-Internal-Accessory-Dwelling-Units-IADUs \(saratogaspringscity.com\)](http://saratogaspringscity.com)

PROPERTY OWNER CERTIFICATION:

I certify under penalty of perjury that I am the property owner of this property and shall occupy a portion of the dwelling, either the principal living area or the internal dwelling unit, as my primary residence and that the internal dwelling unit and its use shall be in compliance with Chapter 19.20 and all other provisions of the zoning ordinance of the Saratoga Springs City Code and applicable law.

I also certify that this registration and all information submitted as a part of this registration are true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this registration be incorrect or untrue, I understand that the City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that items and checklists contained in this registration are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted registration and agree to comply with Resolution No. R 08-21 and R 11-22. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____