

Owner-Occupied Accessory Apartment Permit Checklist

In order for Provo City to process and review your request, the following information must be submitted with your application. If all the information is submitted, then your application will be considered complete. If any of the information is not submitted, then your application will be returned to you, along with all submitted drawings, until the application is complete. All fees are non-refundable.

Applicant, please note: Your application may be reviewed at the counter on a preliminary basis; however, it is important for you to remember that it must still be reviewed by the Planning Coordinator before it is accepted for processing. You will be contacted by the Planning Coordinator to confirm acceptance or indicate problem areas.

As part of your application, you will need:

- Proof of property ownership and residency
- Current copy of the recorded property deed showing owner(s) current address (obtain from County Recorder)
- Signed copy of the Owner-Occupied Accessory Apartment Agreement (Staff will help you draft this)
- Current copy of County Assessor's Parcel Map (obtain from County Recorder)
- One compact disk (.pdf format) containing:
 - ▶ site/plot plans (the plot plan *must* be to scale and accurately describe all property lines, existing structures and setbacks)
 - ▶ floor plans
 - ▶ elevations
 - ▶ existing and proposed parking area and parking space dimensions, including backup area square footage for the existing home and square footage of the proposed accessory apartment. Exterior elevations will be required for any building addition.
 - ▶ Floor plan drawing of the proposed accessory apartment detailing the locations of bedrooms, kitchen and living space, interior connections with the home, and proposed or existing exterior entrances

A direct digital output from the source file to Adobe Acrobat (.pdf format) is preferred, however, scans (240 dpi resolution) saved in .pdf format are permitted.