

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



ACCESSORY APARTMENT

For Office Use Only

CITY STAFF	PLANNING COMMISSION	APPLICATION # _____
APPROVED _____	APPROVED _____	DATE RECEIVED _____
DENIED _____	DENIED _____	EXPIRATION _____
PROJECT PLANNER _____		

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR

SUBDIVISION: _____ OR

SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - FAX #: () -

EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () -

EMAIL: _____

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

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 <https://www.parkcity.org/departments/planning>.

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.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

- 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.

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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

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

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], on this _____ [day of month] day of _____ [month], 20____, personally appeared _____ [name of affiant], known to me to be a credible person and of lawful age, who being by me first duly sworn, on _____ [his or her] oath, deposes and says:

I currently own my residence at _____ (street address) which is a deed restricted property to preserve affordability. I am fully aware 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 residence. I have never rented my home even for short periods of time. I have not acquired any direct interest in other real property since my purchase of the deed restricted unit listed above. If approved by the city's housing office to rent to a roommate, please list name, employment and amount of rent 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] day of _____ [month], 20____.

[Notary Seal:]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: _____, 20____.

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

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