



Park City Building Department

445 Marsac Avenue, P.O. Box 1480, Park City, UT 84060

Tel 435.615.5101 <https://www.parkcity.org/departments/building-department>

Access Agreement Guide 08.31.2022

WHAT IS IT?

An agreement between neighboring property owners allowing property access to the proposed lot owner, to complete work related to a building permit. An access agreement may also include utility access and building maintenance that extends beyond the construction phase.

WHEN IS IT REQUIRED?

As part of a process improvement for building permits, an access agreement is required when any of the following conditions exist:

- Proposed structure is 5-feet or less from the lot line.
- Proposed construction related disturbance has the potential to encroach onto an adjacent property.
- Proposed site is considered a steep slope.

An access agreement should include, but is not limited to, the following items:

- a. Owner(s) name for both properties
- b. Address of both properties
- c. A description of the agreement; include utility access and building maintenance, if applicable.
- d. A sketch that illustrates the affected area(s) of the agreement
- e. Permit application number for the “main” property
- f. Signature and date signed, for all Owner(s) for both properties.
- g. Record the access agreement with Summit County if the need for access extends beyond the construction phase <https://www.summitcounty.org/243/Recorder-Surveyor>

REQUIREMENT WITHOUT AN AGREEMENT

If an access agreement cannot be obtained, the Geotechnical proposal will need to be designed such that construction activities can be contained on the proposed lot.

DURING CONSTRUCTION

The Building Department will verify all work related to the project stays within the parameters of the agreement, but it cannot enforce the agreement.

NOTE: An access agreement is required in addition to the requirement for a Geotechnical report outlining recommendations for site mitigation and temporary/permanent shoring, needed to protect neighboring properties.

For questions about whether an access agreement applies to your project:

- If you have submitted a permit application, contact the Building Code plan check coordinator assigned to your application.
- Otherwise contact the Building Department at 435-615-5101 or in person at the Building Department counter in City Hall. Visit the Building Department website for more information about hours and location <https://www.parkcity.org/departments/building-department>