IADU REGISTRATION APPLICATION REQUIREMENTS

SARATOGA
SPRINGS
PLANNING

REVIEW FEES:
$50

GL: 10-2413-105   **Dist. Code: 228**

Application Process

Internal Accessory Dwelling Unit (IADU) registration may be applied for in accordance with Chapter 19.20.04 of the Land Development Code. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

STEP 1 – PREPARE APPLICATION
- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY
- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
  a. Click **Create Application.**
  b. Choose the **Planning** category.
  c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
  d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.
  e. Upload and label required and supporting documents.
      i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
      ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
      iii. Upload and label any other supporting documents.

f.　**Tips for completing your application:**
　　　　　　i.　You can type in an address, a street or intersection, or choose the exact location on the map
　　　　　　ii.　Red indicates a required field
　　　　　　iii.　When adding people, click "more …." for additional required fields
　　　　　　iv.　After uploading documents, click "Label" and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
  Physical checks accompanied by an invoice may be delivered to:
    City of Saratoga Springs
    Planning Department
    319 South Saratoga Rd
    Saratoga Springs, UT 84045
- After fees are paid, the application will enter formal review.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

STEP 6 – PREPARE RESUBMITTAL (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 7 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Dwelling must comply with all of the item below BEFORE submitting an application.
Requirements of Chapter 19.20 of the Saratoga Springs City Code:

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

Planning Checklist Items

Applicant	City Use Only	
		Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.
		1. **Property Address or Parcel Number:** _____
		2. **Subdivision Plat:** _____ To find the subdivision plat name, go to the Utah County Parcel Map and search for the address or parcel number Click the property on the map In the box, the subdivision plat name is titled Subdivision: If not listed, in the box click "Property Information" Click "Subdivision Map Filing". The name will show at the top of the document.
		3. **Lot Size (sq. ft.):** _____

		4. This checklist, with the applicant column initialed, uploaded under the label: *Application Checklist(s)*.
		5. Signatures of the applicant and all property owners on the [Acknowledgement & Certification](#) page. Upload this document under the label: *Acknowledgement and Certification*.
		6. 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.
		7. Detailed floor plans with labels on rooms indicating uses or proposed uses.