



## Staff Review Transmittal

Weber County Planning Division

### Application Information

**Application Request:** Accessory Apartment  
**Applicant:** Rachel Nielsen  
**File Number:** CUP 2014-22

### Property Information

**Approximate Address:** 3778 Willowbrook Lane  
**Project Area:** 0.27 Acres  
**Zoning:** RE-15  
**Parcel ID:** 22-056-0011

### Staff Information

**Staff Reviewer:** **Ronda Kippen**  
rkippen@co.weber.ut.us  
801-399-8768

## Summary of Staff Review:

### ATTACHED ITEMS:

X Plans

X Written Comments

Attached are review comments and redlined plans regarding your application for an accessory apartment. The submittal appears to be incomplete for all the reasons listed herein. These comments are to get the project on track for formal review and approval by the Land Use Authority; however, due to the incomplete nature of the proposal, this transmittal may not embody all comments relevant to a full and successful review. Additional comments are likely when a re-submittal is provided. The items herein need to be addressed prior to application being forwarded for approval by the land use authority. Detailed written comments regarding the project's compliance with the applicable Weber County Land Use Code are attached. Please refer to <https://miradi.co.weber.ut.us/> to ensure that all comments and reviews from the applicable departments on your project have been addressed.

### Staff Comments:

The following is a checklist synopsis of items of concern. Each are explained better in relationship to their County Code requirements in the subsequent pages.

1. Please provide complete floor plans (main floor and basement), elevations, and interior layout drawn to scale, including alterations to be made to the existing dwelling exterior. Also, photographs of the dwelling exterior are to be submitted.
2. Please provide a more detailed site plan that is scaled to fit and identifies the location of the residence, access to the accessory apartment, parking for the principal dwelling and two off-street parking spaces that will be designated for the accessory apartment.
3. Please provide the location of the electric panel with separate disconnect.
4. Please provide the dimension and the material make up of the prepared area that will accommodate the vehicle parking area.

### Building Division:

1. It appears that the building permit that was issued in 1994 for the Single Family Dwelling on Lot 21 Patio Springs has never received Final Occupancy from Weber County. According to Weber County's records, the last inspection that took place was a 4-way inspection. Prior to further review and approvals, you will need to receive a Certificate of Occupancy from the Weber County Building Division. You may contact Craig Browne at (801) 399-8055 to discuss the process of reinstating the building permit and obtaining a Final Certificate of Occupancy.
2. It appears that the installation of the improvements for the accessory apartment that have been identified on the plans submitted have taken place without an approved building permit from Weber County Building Division. Prior to further review and approval, you will need to apply for a building permit and receive a Certificate of Occupancy for the accessory apartment. You may contact the Weber County Building Division at (801) 399-8374 to discuss the needed material to obtain a building permit for the accessory apartment.

### Fire Marshall:

1. The Fire Marshall shall review and approve any proposal to establish an accessory apartment to assure adequate fire safety. Please contact Weber County Fire District at (801) 782-3580 to schedule a site inspection.

## Applicable Ordinances

- Weber County Land Use Code Title 108 (Accessory Apartments)
- Weber County Land Use Code Title 104 (Zones) Chapter 3 (RE-15 Zone)

Once a complete application has been submitted the departments will be able to commence with the review process. These departments may make additional comments on the project once they have been able to complete the re-review process. Please review the attached items and make any requested additions or modifications.

Should you have any questions, please feel free to call me at 801-399-8768.

Thank you,  
Ronda Kippen  
Planner II

This information relates Staff review comments to relevant County Codes.

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**Sec. 108-19-2. Conditional use.**

Accessory apartments may be permitted, by conditional use permit, in any zone in which single-family residential dwelling units are allowed, under the following specifications:

...

(2) *Floor area.* Living area of an accessory apartment shall contain a minimum of 400 square feet and shall not exceed a maximum of 800 square feet; there shall be no more than two bedrooms in such apartments. In no case shall the floor area exceed 25 percent of the gross livable floor area of the total structure.

- In order to accurately calculate the square footage of the proposed accessory apartment, a complete set of floor plans, elevations, and interior layout drawn to scale, including alterations to be made to the existing dwelling exterior need to be provided. Also, photographs of the dwelling exterior are to be submitted.

(3) *Location.* An accessory apartment shall be so located upon a lot to comply with all dimensional requirements of the zoning district for new construction. An apartment located within the perimeter of an existing (by location) nonconforming dwelling, shall not be subject to such requirements. No apartment shall be located in a basement or cellar unless such basements or cellar constitutes a walk-out basement. Additions for the purpose of an accessory apartment shall be made only above or to the side or rear of the principal dwelling.

(4) *Access.* An accessory apartment shall have a minimum of one separate external door access from the principal dwelling located on either the side or the rear of the principal dwelling.

- Please provide a more detailed site plan that is scaled to fit and identifies the actual location of the residence, access to the accessory apartment, parking for the principal dwelling and two off-street parking spaces that will be designated for the accessory apartment.

(5) *Amenities.* An accessory apartment shall contain separate amenities from the principal dwelling: kitchen facilities, full bath, electric panel with separate disconnect, telephone service.

- Please provide the location of the electric panel with separate disconnect.

(6) *Parking.* In addition to the two parking spaces required for the principal dwelling, two off-street parking spaces shall be provided for an accessory apartment in a designated location on the premises. Such spaces shall be on an area prepared to accommodate vehicle parking.

- Please provide the dimension and the material make up of the prepared area that will accommodate the vehicle parking area.

**Sec. 108-19-3. General provisions.**

In addition to the section above, the following general provisions shall apply:

...

(4) All provisions of the state building code, as amended from time to time, including the securing of requisite building land use permits, building permits, and certificates of occupancy, together with the requirements of all other applicable construction codes or regulations, shall be met to establish an accessory apartment.

- You will need to reinstate the 1994 Building Permit and receive a Certificate of Occupancy for the Single Family Dwelling.
- You will also need to apply for and receive a building permit for the additions/remodel of the residence that will establish the accessory apartment that has been identified on the application submitted for a Conditional Use Permit for an accessory apartment.

(5) The fire marshal shall review and approve any proposal to establish an accessory apartment to assure adequate fire safety.

- Please contact the Fire Marshall to schedule a site inspection. Forward any comments and/or approvals to the Weber County Planning Division.

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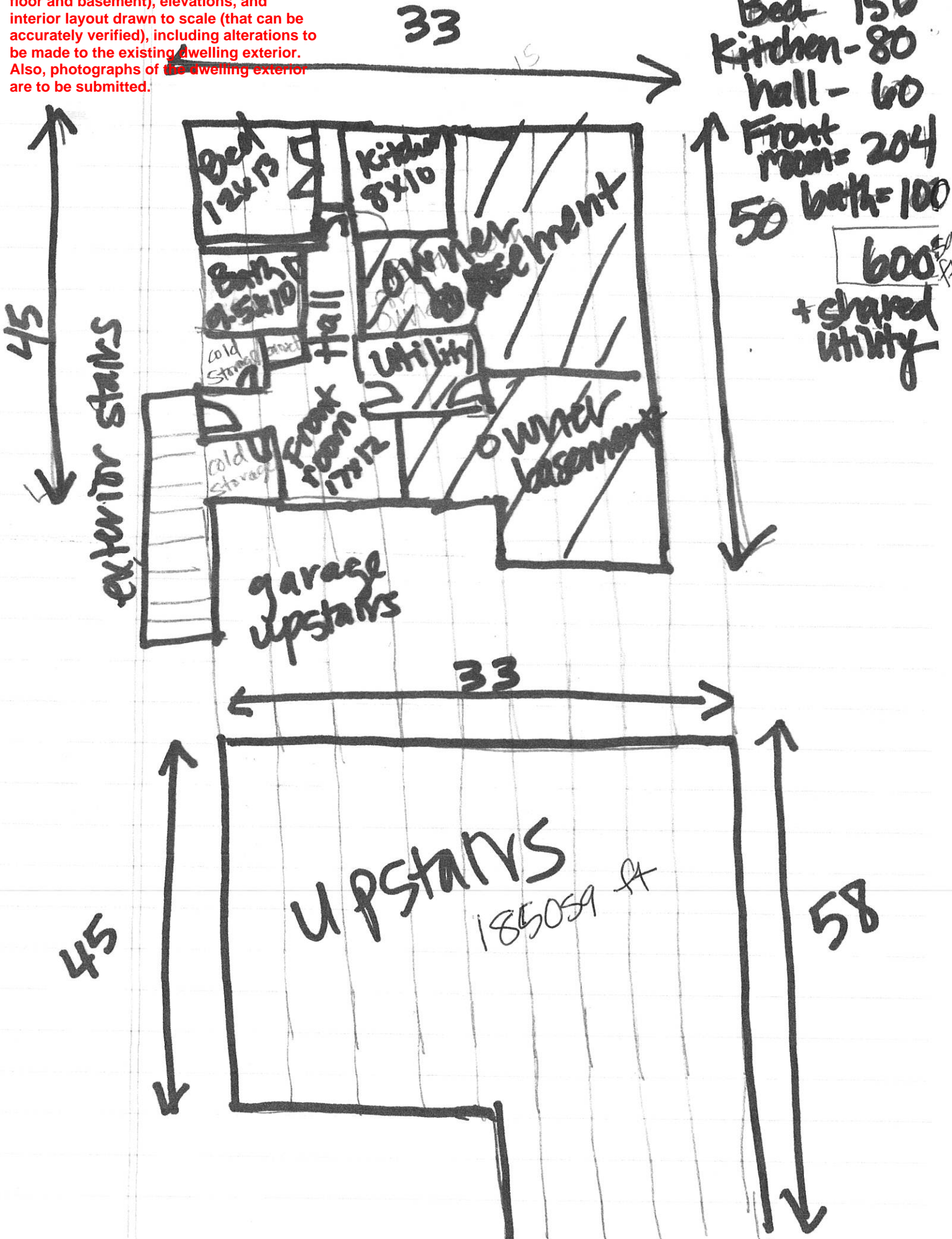
#### **Sec. 108-19-4. Application procedure.**

The application for a conditional use permit for an accessory apartment shall follow the guidelines in chapter 4 of this title. The following provisions shall also apply to the establishment of an accessory apartment:

- (1) A person seeking to establish an accessory apartment shall file an application for a conditional use permit and pay the associated filing fee. The application is to be accompanied by complete floor plans, elevations, and interior layout drawn to scale, including alterations to be made to the existing dwelling exterior. Also, photographs of the dwelling exterior are to be submitted with the application. The application shall then be reviewed and either approved or denied by the township planning commission in which jurisdiction the property lies.

- Please provide the dimension and the material make up of the prepared area that will accommodate the vehicle parking area.

each sq = 5ft.  
 \*\*Please provide complete floor plans (main floor and basement), elevations, and interior layout drawn to scale (that can be accurately verified), including alterations to be made to the existing dwelling exterior. Also, photographs of the dwelling exterior are to be submitted.





PATIO SPRINGS UNIT NO. 1

LOTS 11 TO 26, 39, & A TO C

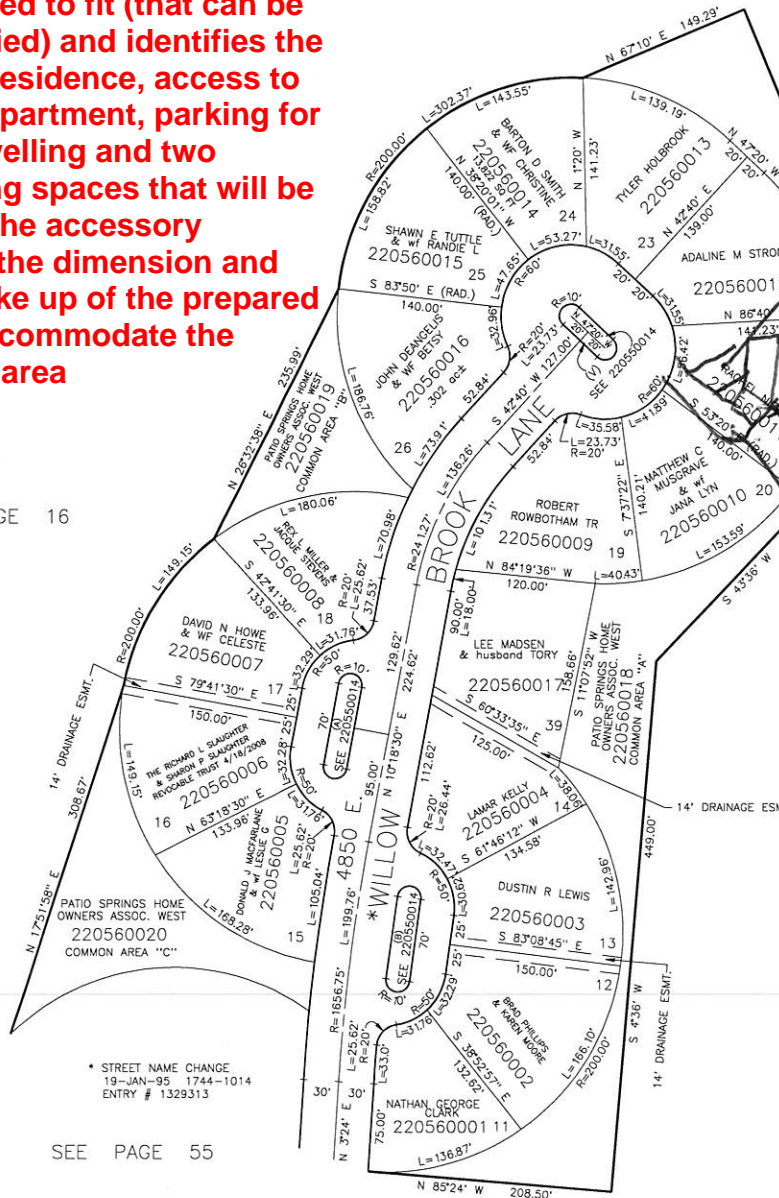
IN WEBER COUNTY

SCALE 1" = 80'

TAXING UNIT: 203

**\*\*Please provide a more detailed site plan that is scaled to fit (that can be accurately verified) and identifies the location of the residence, access to the accessory apartment, parking for the principal dwelling and two off-street parking spaces that will be designated for the accessory apartment with the dimension and the material make up of the prepared area that will accommodate the vehicle parking area**

SEE PAGE 16



SEE PAGE 16

\* STREET NAME CHANGE  
19--JAN--95 1744--1014  
ENTRY # 1329313

SEE PAGE 55

*apartment parking space for 2-3 cars*

*garage*

*2-car space parking for owner at side of house*