

# Fairfield Town

Utah County, Utah

## Accessory Dwelling Unit Application

Name of Applicant: \_\_\_\_\_

**Applicant Role:**

Property Owner  
 Authorized Agent (written authorization required)

Owner Name (if different) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address (ADU Location): \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Zoning District: \_\_\_\_\_

### Type of Accessory Dwelling Unit

Internal ADU  
 Detached ADU (D-ADU)

### Required Submittals

The following items must be submitted with this application:

Site plan showing:

- Location of primary dwelling and ADU
- ADU entrance
- Parking layout and number of stalls

Floor plan(s) of the ADU

Exterior elevations or renderings (required for detached ADUs)

Septic approval or verification of suitability (if applicable)

Any additional materials required by the Building Department

## **Applicant Certifications & Acknowledgments**

By initialing below, the applicant certifies compliance with the following:

- The property will contain no more than one (1) ADU.
- The property is owner-occupied, and the owner will reside in either the primary dwelling or the ADU as their permanent residence.
- The ADU will not be rented for less than thirty (30) consecutive days.
- Required off-street parking will be provided on site.
- The ADU complies with all utility, septic, and health department requirements.
- Any soil disturbance will comply with Fairfield Town Code §5.3 (Soil Requirements).
- The ADU complies with all applicable federal, state, and local laws, including adopted building and fire codes.

### **Owner Occupancy Affidavit**

I certify under penalty of perjury that I am the owner of the subject property, or an authorized agent acting with the owner's consent, and that the property owner will occupy either the primary dwelling or the ADU as their permanent residence. I understand that this affidavit may be recorded against the property and that failure to comply may result in revocation of ADU approval.

**Owner / Authorized Agent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

TI permit # \_\_\_\_\_

Application fees paid

Fire Inspection completed: Date \_\_\_\_\_ By: \_\_\_\_\_

Fire Inspection fee paid

Fire Suppression: \_\_\_\_\_

Zoning: \_\_\_\_\_

Utah County Health Department Approval Number \_\_\_\_\_ (need a copy of certificate)

Utah County Assessor Department: \_\_\_\_\_

Conditional Use Permit: \_\_\_\_\_

Planning Commission: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Council: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Fees:** \_\_\_\_\_ **Paid:** \_\_\_\_\_

**Check # Or Heygov #:** \_\_\_\_\_

**License #:** \_\_\_\_\_

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Title

Signature

Date

# Accessory Dwelling Unit (ADU) Standards & Requirements

This document establishes the **standards and requirements** applicable to all Accessory Dwelling Units (ADUs) within Fairfield Town. These standards supplement the **Accessory Dwelling Unit (ADU) Application** and are adopted pursuant to Fairfield Town Code, including **Title 10 (Land Use)** and related provisions. Compliance with these standards is required for approval and continued operation of an ADU.

## 1. General Applicability

- A. These standards apply to all ADUs, including internal ADUs and detached ADUs (D-ADUs), unless otherwise specified.
- B. Approval of an ADU does not waive compliance with any applicable federal, state, county, or local law, including building, fire, health, and safety codes.
- C. Only one (1) ADU is permitted per lot, parcel, or property.

## 2. Owner Occupancy

- A. The property shall be owner-occupied at all times.
- B. The property owner shall reside in either:
  - 1. The primary dwelling, or
  - 2. The ADUas their permanent residence.
- C. An owner-occupancy affidavit is required and may be recorded against the property.

## 3. Rental Restrictions

- A. ADUs shall not be rented for less than **thirty (30) consecutive days**.
- B. An ADU rented to a non-family member may require a separate ADU rental permit, as provided by Town Code.

## 4. Appearance & Neighborhood Compatibility

- A. ADUs shall be designed and constructed to maintain the appearance of a single-family residence.
- B. Exterior design, materials, and colors shall be compatible with the primary dwelling.
- C. ADUs shall not create a separate street-facing appearance inconsistent with the character of the neighborhood.

## 5. Parking Requirements

- A. In addition to parking required for the primary dwelling, **one (1) additional off-street parking space** shall be provided for the ADU.
- B. In no case shall fewer than **three (3) total off-street parking spaces** be provided on the property.
- C. All required parking shall be provided on site.
- D. On-street parking shall be reserved for visitors only.

## 6. Lighting & Access

- A. A lighted, hard-surface walkway shall connect the required parking area to the entrance of the ADU.
- B. Walkways and entrances shall comply with applicable building and fire safety standards.

## 7. Utilities & Infrastructure

- A. ADUs may have up to **two (2) electrical meters**, which shall be in the name of the property owner.
- B. Installation of additional or separate utility meters requires Planning Commission approval.
- C. All utilities shall comply with applicable codes and service provider requirements.

## 8. Septic & Health Requirements

- A. Septic systems shall be inspected to ensure suitability for the proposed ADU.
- B. ADUs are prohibited on properties served by a failed septic system.
- C. All ADUs shall comply with Utah County Health Department requirements.

## 9. Soil Disturbance

- A. Fairfield Town has known arsenic within its jurisdictional boundaries.
- B. Any disturbance of soil shall comply with **Fairfield Town Code § 5.3 (Soil Requirements)**.

## 10. Detached Accessory Dwelling Units (D-ADUs)

The following additional standards apply **only** to detached ADUs:

- A. **Height:** Maximum height shall not exceed thirty-five (35) feet.
- B. **Size:** Total floor area shall not exceed nine hundred (900) square feet, or thirty-five percent (35%) of the footprint of the primary dwelling, whichever is less, unless otherwise approved by the Planning Commission.
- C. **Lot Size:** D-ADUs are permitted only on lots of one (1) acre or greater.
- D. **Bedrooms:** A maximum of two (2) bedrooms is permitted.

**E. Setbacks:** D-ADUs shall comply with setbacks applicable to the principal dwelling.

**F. Lot Coverage:** Construction of a D-ADU shall not exceed allowable lot or rear yard coverage for the zoning district. In no event shall a D-ADU cover more than thirty percent (30%) of a rear yard.

**G. Parking:** D-ADUs shall comply with all parking requirements set forth in this document.

## **11. Permits & Inspections**

A. A building permit is required for construction, alteration, or conversion of any structure to create an ADU.

B. All required inspections shall be completed and approved prior to occupancy.

C. ADUs shall not be approved on properties with outstanding building code violations or nonconforming uses or structures.

## **12. Enforcement, Revocation, & Penalties**

A. The Town may revoke an ADU approval if any provision of these standards or the Town Code is violated.

B. Violations may be enforced through civil or criminal remedies, including:

1. Civil penalties of up to one hundred dollars (\$100) per day, each day constituting a separate violation; and
2. Criminal prosecution, which may constitute a Class C misdemeanor.

C. The Town may pursue any other remedy available by law, including liens against the property.

## **13. Exceptions**

A. A property owner may construct a new primary dwelling and use an existing dwelling as an ADU, provided:

1. The existing dwelling complies with all ADU standards; and
2. The new dwelling complies with all zoning requirements prior to issuance of a certificate of occupancy.

## **14. Interpretation**

These standards shall be interpreted consistently with Fairfield Town Code. Where a conflict exists, the more restrictive provision shall apply.