



## Documents Required to be uploaded to Application Portal (in digital format)

1. Certified Survey of area to be rezoned including a Vicinity Map
  2. Preliminary Title Report for the subject parcel(s).  
Per Land Use Code Section 9.1.3.B. and updated Title Report will also be required prior to the application being considered on a County Commission Agenda
  3. Tax Certificate - A statement from the County Treasurer showing the status of all current taxes due on said parcel
  4. Statement of Authority or corporate governing documents if the Applicant is an Entity: proving signatory authority to act for and bind the entity
  6. Master Plan (Final)
  7. Will Serve Signature Sheet (completed)
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## Application and Approval Process

Please be sure to conduct due diligence of the subject property (ASAP) with the departments listed in the Will Serve Signature sheet as, the timeline for these projects is very condensed. You will obtain each department's signature at that time when you present your Master Plan to such department for signature. Please feel free to reach out to those departments in advance of drafting your Plan in order to understand any challenges. This is important in order to ensure that the Master Plan created is feasible in relation to existing easements on the property, topography, existing water or sewer lines, or other features, as the required Site Plan submitted later in the process must match the Master Plan submitted with the rezone request.

**Please be advised that the Master Plan submitted in this application is a less detailed version of the later required Site Plan.**

Please review the full Alternative Dwelling Overlay Code language related to Development and Use Standards as well as Site Requirements in the creation of your site Plan.

The Rezone Application is a 2-step process that includes submission of an "Intent to Apply" packet, then if selected by the County Commission to move forward, a Full Application may be submitted. If the ADO rezone application is approved, the applicant would then submit a Site Plan Review Application prior to construction of the site. The site plan review and approval is administrative; no public meeting is required.

### Intent to Apply Instructions

1. Review LUC Section 4.9 to review full code language and application process
2. Submit the Intent to Apply FORM, Narrative, and Preliminary Master Plan to Jenna Gorney, Associate Planner, at [jgorney@grandcountyutah.net](mailto:jgorney@grandcountyutah.net) by the deadlines listed on the Intent to Apply form.
3. Applicants will receive email verification of Intent to Apply submission receipt.
4. Grand County Commission will consider Intent to Apply submissions at a public meeting. The meeting dates are detailed on the Application Timeline calendar.
5. Those projects selected will be notified via email and may move forward with a Full ADO Application in accordance with LUC sections 4.9.6, subsections C & D while using this Tip Sheet and full code language as guidance.
6. Those projects not selected will also be notified via email.

**Full Application Process** (many of these items are submitted during the Intent to Apply section may be used again in the full application. Keep duplicates on hand so that you may re-submit those during the full application process)

1. Contact a surveyor to create or acquire your Survey
2. The Planning Department will create the Development Agreement and Deed Restriction document including the following items: A draft copy is available to view on the Planning and Zoning website
  - a. Legal description of the property;
  - b. A statement describing the proposed development of the property by gross acre; number of dwelling sites, types of dwelling units, common facilities, Active Open Space, and other related development features approved by the County;
  - c. A Deed Restriction which recites the Occupancy Requirements set forth in Section 4.9.4 and references the Master Plan recorded against the Property in the real property records of Grand County, Utah.
  - d. Which provisions of the Development Agreement and Deed Restriction, if any, supersede and replace conflicting provisions in the LUC pursuant to Utah Code § 17-27a-528.
3. Create the Final Master Plan according to the requirements of LUC section 4.9.6. (C.2.) seen below based on the approved Preliminary Master Plan.

The Master Plan shall include all required Development and Use Standards set forth in Section 4.9.5 and the following information:

- a. Legal description of the property that matches the title exactly. To confirm the accuracy of this item, contact the Recorder's office;
  - b. Location and building footprint of existing structures, residences and site features;
  - c. Identification of all proposed land uses including number and types of dwelling units and any non-residential uses;
  - d. Development envelope indicating compliance with underlying zone setbacks;
  - e. Location and dimensions of each dwelling site and corresponding parking spaces proposed on the property;
  - f. Location of common facilities, such as bathhouses, communal kitchen or other accessory structures or amenities;
  - g. Identification of site planning features, including landscaping (trees, bushes and shrubs), open space and public easements for trails and trail connections, if any, and location of bioretention and biofiltration swales;
  - h. Identification of sensitive lands within or adjacent to the proposed development and how the development's impacts will be mitigated, including but not necessarily limited to the following:
    - Public drinking water supply watersheds (recharge areas for the aquifer in the Glen Canyon formation);
    - Floodplains and natural drainages;
    - Slopes in excess of 30 percent; and
    - Significant geological, biological, and archaeological sites;
  - i. ADO notes which recite the Occupancy Requirements set forth in Section 4.9.4; and reference the Development Agreement and Deed Restriction recorded against the Property in the real property records of Grand County, Utah.
  - j. Date on the Master Plan
4. Take the Master Plan along with the "Will Serve Agency Signature Sheet" to each listed entity for signature.
  5. Submit all required documents listed in the above "Documents Required" section to the iWorq application portal via this link: [iWorq Application Portal](#) (Simply click the submit button)
  6. When the application is received by the Planning Department, an emailed invoice will be distributed to the applicant for payment of the application fee. The invoice will include instructions for submitting payment.
  7. The Zoning Administrator will review application for completeness: When the Application is deemed complete, an "Application Complete" letter will be forwarded to the applicant via email.
  8. The Master Plan and application materials will be circulated by the Planning Department to the Grand County Development Review Team (DRT) for feasibility review.

9. If any revisions are required by the DRT Team, you will receive a letter from the Planning Department detailing such revision. Please submit revised application materials (if required) **by Noon October 25<sup>th</sup>, 2023**. Those updated applications not received by such deadline will be bumped to the next round of scheduled Public Hearings for ADO considerations.

If no revisions are requested you will continue on to the Legal Review and Public Noticing Instructions below.

10. Upon preparation of a staff report necessary for presentation to both Planning Commission and County Commission, the application will be submitted to the County Attorney for Legal Review. The legal review period is estimated at 30 days. An updated title report will be requested from the applicant at this time, in accordance with Land use Code Article 9.1.3.B.
11. A Rezone Application requires a Public Hearing at both the Planning Commission and County Commission meetings in order to solicit public comment. The Planning Department may place the application on a Planning Commission agenda as a public hearing prior to the Legal Review being complete. In the meantime, legal details of the application will be resolved. Once legal review has been completed and the Planning Commission public hearing has passed, the application will be placed on a subsequent County Commission agenda for final decision.
12. Public Hearings require Public Noticing, ten (10) days in advance, including the posting of signage at the subject property. The Planning Department will notify the applicant of the deadline and provide the public notice signage. Public Notice posters must be placed along each road frontage of the property (in plain sight) within five (5) feet of the property line. Each property line with road frontage must be posted. Time stamped photos of the signs must be forwarded via email to the Planning Department by the deadline.
13. The Applicant will be notified in writing of the Commission decision within 10 days of the meeting.

Following approval of an ADO Rezone, the applicant will be required to submit a Site Plan Review Application for approval by the Planning and Zoning Department, prior to construction/development of the project. Site Plan application materials and instructions can be found on the iWorq "Site Plan Tip Sheet" in the [Application Portal](#).

Once that Site Plan Application is approved by the Zoning Administrator, the applicant may move forward with Grading or Building permits as applicable to begin construction of the site.

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## **Issues for Consideration – Land use Code Section 4.9.2. (A – G)**

When approving or denying an ADO application, the Commission will consider and make findings related to:

- A) The relative availability of workforce housing and Affordable Housing, as defined by LUC Article 10, as compared to the Fall 2022 and current conditions
- B) Impacts the proposed development may have on adjacent land uses and neighborhoods, and overall design of the proposed development according to the following criteria
  - A. ADO developments are preferred in the following Zoning Districts: Multifamily Residential (MFR), Small Lot Residential (SLR), Large Lot Residential (LLR), Highway Commercial (HC), General Business (GB), Neighborhood Commercial (NC), or within a future land use designation which calls for multifamily residential, such as 8 -18 units per acre (per updated Future Land Use Plan of the 2030 General Plan).
  - B. Compatibility with the existing community characteristics, existing density, or future land use designation;
  - C. Historic use of the subject property, including a historic use of alternative dwellings;

- D. Traffic impact - as a general rule, ADOs should be limited to parcels with main egress and ingress located on an arterial or collector street per the Unified Transportation Master Plan (see Exhibit A),
- E. Commute time: Consider location of ADOs in relation to existing commercial areas, proximity to where jobs are located, and in relation to multi-modal transportation options either existing or planned;
- F. Relative impact on water resources as compared to a large lot single family dwelling development, as data is available.
- G. Overall design of the proposed development, including site design, landscaping, Active Open Space provided, any amenities included, such as storage spaces or other communal spaces.

Application for an ADO District is a rezone request, and as such shall adhere to the procedures outlined in LUC Section [9.2 Text and Zoning Map Amendments](#), except for the provisions stated herein. The Grand County Commission is the Land Use Authority. Please review the related code for timing of application reviews by County Commission.