



**SPANISH FORK**  
COMMUNITY DEVELOPMENT

# ADU GUIDEBOOK

HOW TO BUILD AN ACCESSORY DWELLING UNIT IN SPANISH FORK

JULY 2024

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This handbook provides general guidelines for property owners who want to add an ADU to their property. However, it is recommended to work with the Community Development Department to help answer any questions and coordinate the submission of any necessary applications. For the complete and current ADU regulations, please consult the Spanish Fork City Municipal Code.

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Front Cover:  
Flanders Mill | Bozeman, MT | Tamara Williams and Company



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# INTRODUCTION



Utah is facing a housing shortage, with more people looking for an affordable place to live than there are homes available. Low unemployment and an increasing population are driving a demand for housing. More and more communities are looking for tools to address this growing challenge.

Accessory Dwelling Units (ADUs) are a housing type that can increase the housing supply in the city while using existing infrastructure and making minimal impacts to established neighborhoods. ADUs can be constructed both within or attached to existing houses, or as a detached structure in the rear yard.

In 2019, the Spanish Fork City Council adopted changes to the municipal code regarding ADUs. The adopted code increased the amount of permitted zones where ADUs can be located, reduced the minimum lot size requirement, and eliminated impact fees. The Utah State Legislature has also passed laws to encourage this type of development throughout the state.

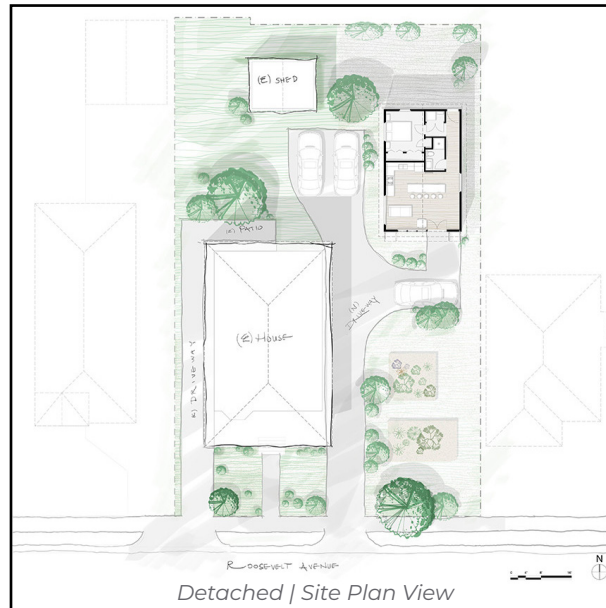
This guidebook provides residents with a summary of ADU requirements, examples of different types of construction, and illustrates how this type of development can promote efficient growth in the future.



# OVERVIEW

## *What is an ADU?*

According to §15.1.04.020 of the Spanish Fork Municipal Code, an ADU is “a habitable living unit added to, created within, or detached from a primary single-family dwelling and contained on one lot.” Some visual examples can be seen here. ADUs are also referred to as guesthouses, granny flats, cottages, casitas, or basement apartments.



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## When should I consider building an ADU?

Building an ADU can be beneficial for many reasons, depending on one's current living situation and/or family makeup. The American Association of Retired Persons (AARP) has been a key advocate for ADUs being used to help older generations find alternatives to moving into a retirement community. Review the list of situations to the right to see if building an ADU is right for you.



**Affordability.** An ADU can be built for less than a single-family home.



**Alternative to moving into long-term care.** A small unit on the property of a loved one can provide older adults with both proximity when help is needed, along with privacy.



**Caregiving quarters.** A caregiver (family or paid) can live nearby to help a family member who needs assistance.



**Multi-generational living.** It can be means to house family members of all ages under the same roof (or nearby) and promote mutual support for one another.



**Temporary family housing.** For adult children who return home, ADUs can provide a separate living space during transitional times.



**Potential source of rental income.** Units can be rented out in areas where housing options are limited.

*Image courtesy of AARP ADU Brochure*



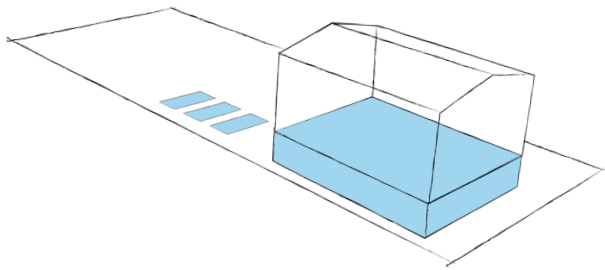
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# ADU TYPES

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## *Internal*

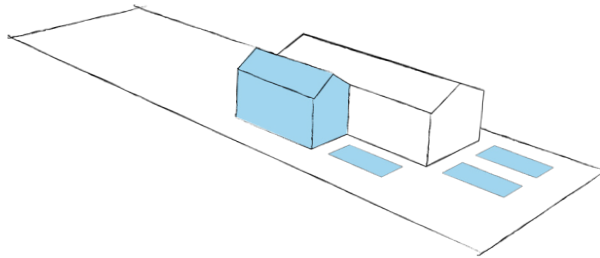
An internal accessory dwelling unit uses existing space within the home that may be underutilized, such as a basement or guestroom.



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## *Attached*

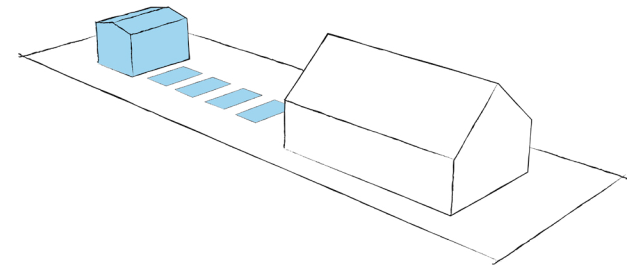
An attached accessory dwelling unit may be an addition to the primary structure or convert part of an existing attached garage.



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## *External or Detached*

An external or detached accessory dwelling unit is a separate building from the primary structure, an existing detached garage conversion, or be an addition to an existing garage.





# CITY PROCESS

## Application

Create an account or login to Citizenserve and select "Apply for a license/registration".  
Select "Accessory Dwelling Unit Registration" for the application type.

Upload a floor plan for the proposed ADU, a site plan that shows where the ADU and required parking stalls will be located on the property, and any other documentation may be necessary.

Pay the registration fee.

## Review

Once application is deemed complete, City Staff will review application within 7 business days.

If staff requests additional materials or changes to the plans, upload updated documents to the application.

Once staff has completed their reviews, schedule an ADU Inspection with the Building Department.

## Approval

A Certificate of Occupancy will be issued and an ADU Approval Letter will be sent once inspections are approved.

A renewal fee will be due every 12 months from the date of issuance.





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# RESOURCES

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## Quick Links

[City Website](#)

[Municipal Code](#)

[Citizenserve](#)

[Interactive City Map](#)

[Inspections](#)

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## Contacts

### Community Development

[Kasey Woodard](#)  
Division Secretary  
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### Building

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Building Inspection Secretary  
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## Outside Reference Material

[AARP: All About Accessory Dwelling Units](#)

[American Planning Association: ADU Knowledgebase Collection](#)

[Dwell Magazine: ADU Articles](#)

