



## Park City Building Department

445 Marsac Avenue, P.O. Box 1480, Park City, UT 84060

Tel 435.615.5101 <https://www.parkcity.org/departments/building-department>

# Access Agreement Guide

## WHAT IS IT?

An agreement between neighboring property owners allowing property access to the proposed lot owner, to complete work related to a building permit. An access agreement may also include utility access and building maintenance that extends beyond the construction phase.

## WHEN IS IT REQUIRED?

As part of a process improvement for building permits, an access agreement is required when either of the following conditions exist:

- Proposed building is 5-feet or less from the lot line.
- Proposed site is considered a steep slope.

An access agreement should include, but is not limited to, the following items:

- a. Owner(s) name for both properties
- b. Address of both properties
- c. A description of the agreement; include utility access and building maintenance, if applicable.
- d. A sketch that illustrates the affected area(s) of the agreement
- e. Permit application number for the “main” property
- f. Signature and date signed, for all Owner(s) for both properties.
- g. Record the access agreement with Summit County if the need for access extends beyond the construction phase <https://www.summitcounty.org/243/Recorder-Surveyor>

## REQUIREMENT WITHOUT AN AGREEMENT

If an access agreement cannot be obtained, the Geotechnical proposal will need to be designed such that construction activities can be contained on the proposed lot.

## DURING CONSTRUCTION

The Building Department will verify all work related to the project stays within the parameters of the agreement, but it cannot enforce the agreement.

NOTE: An access agreement is required in addition to the requirement for a Geotechnical report outlining recommendations for site mitigation and temporary/permanent shoring, needed to protect neighboring properties.

For questions about whether an access agreement applies to your project:

- If you have submitted a permit application, contact the Building Code plan check coordinator assigned to your application.
- Otherwise contact the Building Department at 435-615-5101 or in person at the Building Department counter in City Hall. Visit the Building Department website for more information about hours and location <https://www.parkcity.org/departments/building-department>