



PLANNING PROCESS: Verification of Qualified Active Employment Household

Instructions

Household of related individuals- One adult must fill out this form.
Household of unrelated individuals - All adults must fill out this form.
Form must be turned into the City of Moab Planning Department and be approved before moving in.
The Planning Department will send a Certificate of AEH qualification for the year when the application has been approved.
Upon any change of occupancy and each year, the City of Moab Planning Department will request that the form be updated.

**There is no fee associated with this application.*

APPLICANT INFORMATION

NAME:	DATE:
ADDRESS:	UNRELATED OR RELATED HOUSEHOLD (CIRCLE)

ACKNOWLEDGEMENT OF RESPONSIBILITY

As the Applicant for this Active Employment Household Certification, I understand that my application is not approved until the Planning Department has reviewed the application and sent a Certificate to me. I certify that all information on this form and the documents provided by me are true and accurate to the best of my ability.

I further agree that the information I provide to the City of Moab as part of this verification process will be subject to the Government Records Access Management Act, Title 63G, Chapter 2, of the Utah Code, and that, while the City will not disclose protected, private, or controlled information, the City may be required to publicly disclose all or some of the information I provide.

Signature of Applicant _____

Verification of Active Employment

Please complete the submittal requirements for the Employment category that is applicable to you.

Full-Time Employee

To qualify as a full-time employee you must work an average of 30 hours per week for a minimum of 9 months per calendar year for a business, entity, or entities located within Grand County or the Spanish Valley portion of San Juan County

Workplace address:	Number of hours worked per week
Number of months at current job:	Supervisor phone number (if applicable):
2 nd Workplace address (if applicable):	Number of hours worked per week
Number of months at 2 nd current job:	Supervisor phone number:

Please provide an electronic or physical copy of the following;

1. A letter from your employer stating hours worked per week and time in the position; or
2. If you are unable to provide a letter from your employer, you may provide copies of your last 2 paystubs.

Disability

If you are unable to work or are unable to provide the work history information requested above, you may provide paperwork showing that for the last 3 months you have qualified for a disability under one or more of the following:

1. The State of Utah's Fair Housing Act, Title 57, Chapter 21; or
2. The federal Fair Housing Act, 42 U.S.C. § 3601, et seq.; or
3. The Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.; or
4. Other applicable state or federal law.

In lieu of providing proof of a disability, you may provide proof that you have attained a reasonable accommodation from this requirement under the above laws.

Retiree

Please provide an electronic or physical copy of the following;

1. W-2s for the last 5 years prior to retirement; or
2. A letter from your employer stating hours worked per week for the last 5 years prior to retirement; or
3. Disability paperwork for the last 5 years prior to retirement.

Self-Employed/ Work from Home

To qualify if you are self-employed or work from home, you must: (1) work an average of 30 hours per week for a minimum of 9 months out of each calendar year; and (2) bill 75% of your time to client or projects located within Grand County or the Spanish Valley portion of San Juan County.

Workplace address:

Number of hours worked per week:

Number of months worked per year:

Please provide a list of clients/workload for the last 12 months.

Verification of Occupancy

All applicants must provide the following information regardless of employment category.

Please provide either

1. Grand County tax roll master record of ownership and primary residency OR
2. A rent/lease agreement of not less than ninety days.

CONTACT THE CITY PLANNING OFFICE AT (435) 259-5129 OR AT PLANNING@MOABCITY.GOV IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM OR THIS PROCESS.