



Application  
**ACCESSORY DWELLING UNIT**

**Project Information:**

Project Name:

Site Address:

Tax Parcel Number(s):

**Project Details:**

What is the building permit number for construction of this project?

Is the proposed development an internal (attached) ADU or a detached ADU?

What is the square footage of the proposed ADU?

If an **attached**, is the ADU square footage less than 40% of the total square footage of the primary residential unit?    Yes    No

If a **detached**, is the ADU in a building that has a building height less than 18 ft.?    Yes    No

If the zoning for the property is R-1 or RC-5, is the lot size greater than 10,000 square feet?    Yes    No

**Property Owner:**

Name:

Phone:

Address:

City, State, Zip:

E-Mail Address:

**Project Contact/Applicant:**

Same As Property Owner

Name:

Phone:

Address:

City, State, Zip:

E-Mail Address:

**Certification:**

I, \_\_\_\_\_, certify that the information on this application is true and correct.

\_\_\_\_\_  
Date



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**SUBMITTAL REQUIREMENTS**

**Fee:** \$100

**Memorandum of Deed Restriction:** Signed by the property owner/resident.

**Site Plan:** The site plan shall be drawn at a minimum scale of one (1) inch equals twenty (20) feet displaying the information below, as required to accurately reflect the proposed project. Please contact City staff if you have questions regarding the minimum requirements for your project's site plan.

1. Date and North arrow.
2. The boundary of the parcel(s) drawn to scale of land upon which the development is proposed. Identify surveyed property corners.
3. The dedicated parking stalls for both the primary and accessory units.
4. A depiction of existing development and proposed development
5. Existing and proposed land contours. The contours shall be at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for the development. A delineation of all wetland areas that will be altered or used as a part of the development.
6. A general indication of the character of vegetation found on the site.
7. The dimensions and locations of all existing and proposed structures and improvements including but not limited to; buildings, docks, decks, paved or graveled areas, roads, utilities, septic tanks and drainfields, material stockpiles or surcharge, and stormwater management facilities.
8. Quantity, source and composition of any fill material that is placed on the site whether temporary or permanent.
9. Quantity, composition and destination of any excavated material.

**Building Plan Set:** Provide a building plan set that shows the measurements and accurate layout of both the primary and accessory dwelling units. This set should include elevation views from the four cardinal directions of the structure(s), and should be the same as the construction set provided with the building permit application.