



**ACCESSORY DWELLING UNIT (ADU) APPLICATION
2017 Zoning Development Permit (ZDP)**

ZDP # _____
Plan # _____
BP # _____
ADU Fee = \$118.00



1. **Requirements:** Please review the ADU Requirements below to determine if your home qualifies for an ADU. (See Section 18.33.135 of the Municipal Code for the specific ADU standards.)

Checklist	Applicant	City
Definition: ADUs are subordinate living units added to or created within a single family dwelling or attached garage, or created within an upper level of a detached garage accessory to a single family dwelling.		
Allowed Uses: ADUs are Permitted in the SR and UR zones. ADUs are Permitted Conditionally in the NC, CC, CBD and PUD zones.		
Design and Appearance: Must be compatible with existing architecture. If the ADU is located in a detached garage, then the garage must be brought into compatible design with the primary dwelling.		
Residency: Property owner must reside in the primary home or ADU. Owner shall sign an affidavit that they comply with all the requirements at the time of application for a zoning development permit and annual renewal of the permit.		
Size: No more than 40% of the primary units floor area, nor larger than 800 square feet or smaller than 400 square feet.		
Number of occupants: Maximum of four (4) occupants in an ADU.		
Parking requirements: At least one, on-site, parking space per ADU occupant's vehicle(s).		
Density controls: In order to disperse units in the community, the Planning Commission supported the concept of controlling ADU density. On a first come first serve basis, ADUs shall be separated by a 300 ft. radius or 600 ft. radius within the UR or SR zones respectively. ADUs must be separated by a 300 ft. radius in commercial zones.		
Maximum number of ADUs per lot: One (1) ADU per lot is allowed.		
Home occupations: Allowed in accordance with City's home occupation standards in either the ADU or primary home but not both at the same time.		
Barrier-free ADU: Barrier-free ADUs are encouraged.		

2. **Property Owner Information:**

- a. Property Owner's Name (Contractor or Property Owner): _____
- b. Site Address: _____
- c. Legal Description: Lot _____ Block _____ Subdivision _____
- d. Property Zoning: _____ Lot Size (s.f.): _____
- e. Mailing Address: _____ E-Mail Address: _____
- f. Phone/Cell Numbers: Cell _____ Other _____
- If new construction or remodel, then complete (g.) through (i.):
- g. Contractor Name: _____
- h. Contractor LIC# _____ WP Business LIC #: _____
- i. Contractor Info: Phone/Cell _____ Email Address: _____

3. Project Information:

Attached ADU	Detached ADU
Area of Principal Residence: _____ s.f.	Total Area of Detached Garage: _____ s.f.
Area of ADU: _____ s.f.	Area of ADU above Garage: _____ s.f.
Percentage of Principal Residence that is ADU: _____	Structure Height: _____
	Will ADU be located on 2 nd story? _____

- a. Method of Water Supply: City Other: _____
- b. Method of Sewage Disposal: City Other: _____
- c. Estimated Project Valuation: \$ _____ (Value must include Labor and Materials for the construction of the ADU and improved parking spaces).
- d. Have plans been approved by an Architectural Design Committee? Yes ___ No ___ N/A ___
 If "yes" please attach letter of approval from your subdivision's design committee.
- e. Year your home was built: _____
 If your home was constructed after June 1, 2012, then any alteration may be subject to additional impact fees.

4. Submittal Requirements:

Item:	# of Copies:
24" x 36" set of the site plan, including parking spots and building elevations	1
24" x 36" set of floor plans (<i>incl. plumbing fixtures & all bedrooms labeled</i>). A building plan review and permit may be required from Pikes Peak Regional Building Department after WP Zoning approval.	1
11" x 17" set of plans (<i>incl. site plan, building elevations & floor plans</i>)	1 small plan set
Tiered Fee Calculation Form if Primary Residence built after June 1, 2012 (<i>incl. water fixture unit counts, impervious surface square footage and number of bedrooms</i>)	1 form
Architectural Renderings with colors and materials identified.	1

5. **Certification:** The undersigned applicant understands that a Certificate of Occupancy is required prior to occupancy of any structure or dwelling. Applicant is required to follow all procedures necessary to obtain a Certificate of Occupancy issued by Pikes Peak Regional Building Department. The undersigned applicant certifies under penalty of perjury that the information found in the application, site and driveway plan is true and accurate to the best of their knowledge.

The undersigned also certifies that they understand that the proposed development shall be in accordance with this application, site plan and **driveway** information, all provisions of the City of Woodland Park's Zoning Regulations, other applicable City regulations, and conditions imposed upon the issuance of this permit. The undersigned also acknowledges that they have read and understand the Driveway Construction Regulations 5.1.2 of the City of Woodland Park Colorado Engineering Specifications attached to this application.

- a. **Property Owner's/Applicant's Signature:** _____ **Date:** _____
 (The owner's signature must be obtained prior to submittal or no permit will be processed.)
- b. **Builder Signature:** _____ **Date:** _____
- c. **ZDP Approved/Issued by:** _____ **Date:** _____

I, _____, owner or owner's agent for an

Accessory Dwelling Unit (ADU) within the City of Woodland Park.

Under Zoning Development Permit (ZDP) number _____, being duly sworn on oath, deposes and says,

I own and hold title to the following described real property (herein after referred to as "the PROPERTY") or have been given authority to represent the owner by an Owner's Affidavit of the PROPERTY for purposes of the above referenced application:

Street Address _____ Legal Description _____

I hereby acknowledge and agree to the following:

"I understand that my plans provide for more than one kitchen in a single family dwelling. Pursuant to the City of Woodland Park Zoning Code I understand only one dwelling unit is allowed per lot or parcel in the zoning district in which the proposed home is located. I understand that the City cannot approve the second kitchen unless an affidavit is signed and filed in the Office of the City Clerk whereby I as Owner acknowledge and agree that I will comply with the regulations set forth by Ordinance #1209."

IN WITNESS WHEREOF, the parties hereto have here under set their hands and seal this ____ day of _____, 20____.

OWNER

STATE OF _____

COUNTY OF _____

Owner Signature

Print Name, Mailing Address and Phone Number

Notarize

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by

_____. My Commission expires _____.

(Notary Public)

OWNER

STATE OF _____

COUNTY OF _____

Owner Signature

Print Name, Mailing Address and Phone Number

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by

_____, COUNTY of _____,

_____. My Commission expires _____.

(Notary Public)

SUBCONTRACTOR/VENDOR LIST**General Contractor:** _____**Business License #:** _____

Type of Work	Company Name	Contact Person	Phone #	Business License #
Appliances/Bath Fixtures				
Cabinets/ Counters				
Carpet				
Ceramic Tile Installer / Vendor				
Doors				
Driveway/ Culvert				
Drywall				
Electric				
Engineer				
Excavation				
Final Cleaning				
Fireplace				
Flatwork				
Flooring Installer / Vendor				
Footing & Foundation				
Framing				
Gas line (inside)				
Grading				
Gutters				
Hardware				
Heating				
Insulation				
Landscaping				
Lighting				
Lumber				
Masonry				
Painting				
Plumbing				
Roof				
Septic				
Service lines, water & sewer				
Site Prep/Tree Removal				
Stucco				
Survey				
Tool Rental				
Trash Removal				
Venting				
Windows				