



**ACCESSORY DWELLING UNIT  
(ADU) APPLICATION**  
**2020 Zoning Development Permit (ZDP)**  
 (Revised 1/1/2020)

Project # \_\_\_\_\_  
 Fee: \$137.00

**1. Requirements**

Checklist (Municipal Code §18.33.135)	Applicant	City
<b>Definition:</b> ADUs are living units within a single family dwelling, attached garage, or in the upper level of a detached garage. (§18.06.016)		
<b>Zone Districts:</b> ADUs are permitted conditionally in SR, UR, NC, CC, CBD and PUD zones (§18.09.090.N.8) and must comply with ADU standards (§18.33.135).		
<b>Design and Appearance:</b> ADUs must be compatible with existing architecture. For ADUs in a detached garage, the garage design must be compatible with the primary unit and the ADU shall be in the upper level. (§18.33.135.D.1)		
<b>Residency:</b> Property owner must reside and maintain residency in the primary home or ADU. Owner shall certify by affidavit compliance with ADU requirements at the time of ZDP application and <b>annually</b> to renew ADU permit. (§18.33.135.D.2)		
<b>Size:</b> Maximum 40% of the primary unit's floor area and no more than 800 square feet; minimum 300 square feet; and maximum 2 bedrooms. (§18.33.135.D.3)		
<b>Number of Occupants:</b> Maximum 4 persons/ADU. (§18.33.135.D.4)		
<b>Parking:</b> In addition to 2 on-site parking spaces for primary unit, at least 1 (one) on-site parking space/ADU occupant's vehicle. (§18.33.135.D.5)		
<b>Density Controls:</b> UR, NC, CC, CBD and PUD zones – maximum 10% ADUs in a 300 foot radius. SR zone – maximum 10% ADUs in a 600 foot radius. (§18.33.135.D.6)		
<b>Maximum ADUs/Lot:</b> Maximum 1 (one) single-family residence with 1 (one) ADU per lot. If primary unit or ADU straddles a lot line then lots shall be combined into a single lot. (§18.33.135.D.7)		
<b>Home Occupations:</b> Allowed in either ADU or primary unit but not both and subject to home occupation standards. (§18.33.135.D.8)		
<b>Barrier-free ADU:</b> Encouraged to accommodate people with disabilities. (§18.33.135.D.9)		
<b>New Construction/Remodel:</b> Submit separate applications for ZDP Plan Review and Building Permit. (§18.72, §15.02 and §18.33.135.B.6)		
<b>Enforcement:</b> An ADU ZDP may be revoked if: <ul style="list-style-type: none"> <li>a) the owner does not comply with property maintenance and nuisance ordinances;</li> <li>b) the ADU is substantially altered;</li> <li>c) the property owner no longer owns the required number of on-site parking spaces;</li> <li>d) the property owner ceases to own or reside in either the primary unit or ADU (§18.33.135.C.3);</li> <li>e) rooms in the primary unit are rented (§18.33.135.D.2); and</li> <li>f) the ADU is sublet. (§18.33.135.D.2).</li> </ul>		

**2. Applicant Information**

- a. Name \_\_\_\_\_ Email \_\_\_\_\_
- b. Phone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

**3. Property Owner Information**

- a. Name \_\_\_\_\_ Email \_\_\_\_\_
- b. Phone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_
- c. Mailing Address \_\_\_\_\_

**4. Site Information**

- a. Site Address \_\_\_\_\_
- b. Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_
- c. Property Zoning \_\_\_\_\_ Lot Size \_\_\_\_\_ Acres    Square Feet

**5. Project Information**


Attached ADU	Detached ADU
Area of primary unit _____ s.f.	Total Area of Detached Garage _____ s.f.
Area of ADU _____ s.f.	Area of ADU above Garage _____ s.f.
% of primary unit that is ADU _____ %	Structure Height _____ feet

- a. Method of Water Supply                      City                      Other \_\_\_\_\_
- b. Method of Sewage Disposal                  City                      Other \_\_\_\_\_
- c. Has ADU been approved by Homeowner's Association or Architectural Design Committee?  
     Yes    No    N/A                      *(If "yes" please attach letter of approval from your subdivision's design committee.)*
- d. Year built \_\_\_\_\_ home \_\_\_\_\_ garage \_\_\_\_\_  
     *(If your home/garage was constructed after June 1, 2012, additional fees may be applicable.)*

**6. Submittal Requirements**

Item	# of Copies
11" x 17" conceptual plan set including site plan, design, location, dimensions, building elevations (including colors and materials identified), floor plans, utility service connections and parking.	1

If applicable, and prior to issue of this ZDP, the owner shall pay fees for water plant investment, sewer plant investment, water rights, stormwater capital, park development and transportation capital (§18.33.135.B.3). This ADU ZDP runs with the property owners, not the property. When ownership changes, the ADU shall be removed unless the new property owner signs and submits the ADU affidavit to the City. (§18.33.135.D.2)

 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

 Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

*(All Property Owner's must sign to process permit.)*

ZDP Approved/Issued by \_\_\_\_\_ Date \_\_\_\_\_

Conditions \_\_\_\_\_



## ACCESSORY DWELLING UNIT (ADU) AFFIDAVIT

I/We, \_\_\_\_\_ (print names) own and hold title to the following described real property (herein referred to as “the PROPERTY”).

Street Address \_\_\_\_\_ Legal Description \_\_\_\_\_

**I/We hereby acknowledge and agree to the following:** I/We understand that my/our plans provide for more than one kitchen in a single family dwelling. Pursuant to the City of Woodland Park Zoning Code, I/we understand only one dwelling unit is allowed per lot or parcel in the zoning district in which the proposed ADU is located. I/We understand that the property owner must reside in the primary home or ADU. I/We understand that the City cannot approve the second kitchen unless an affidavit is signed and filed in the Planning Department annually whereby I/we as owner acknowledge and agree that I/we will comply with the regulations set forth by Ordinance No. 1209 Series 2014. Further, I/We acknowledge that in failing to annually renew the ADU ZDP, I/we may lose the right to use the ADU.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Property Owner Signature \_\_\_\_\_

Print Name & Mailing Address \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Print Name & Mailing Address \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Signed before me on \_\_\_\_\_, 20\_\_\_\_\_ by

\_\_\_\_\_  
*(names of property owner)*

Witness my hand and official seal.

\_\_\_\_\_  
*(Notary signature)*