

**BUILDING: 720-898-7620 COMMUNITY DEVELOPMENT:720-898-7435**  
**Accessory Dwelling Unit/ADU Packet**

Attached is an application form for an Accessory Dwelling Unit (ADU) permit. It is used to apply for an ADU in a residential district on a single family home lot, and requires full compliance with the conditions of the city's ADU ordinance, as well as all applicable building codes. **Please allow a period of 2-4 weeks for processing.**

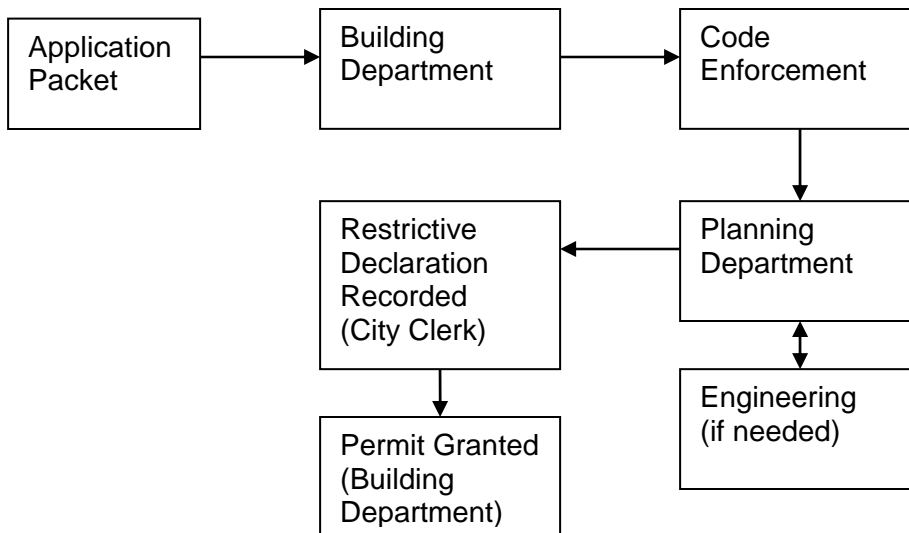
**IMPORTANT: Neighborhood covenants may apply and restrict your ability to construct an Accessory Dwelling Unit. The issuance of a city permit for an Accessory Dwelling Unit does not eliminate the responsibility of a property owner to comply with applicable covenant restrictions. It is the responsibility of the property owner to determine if there are any covenants that may apply to and/or restrict an Accessory Dwelling Unit. The city is not liable for any action that a property owner takes in contradiction to applicable neighborhood covenants.**

Please follow these steps in making your application:

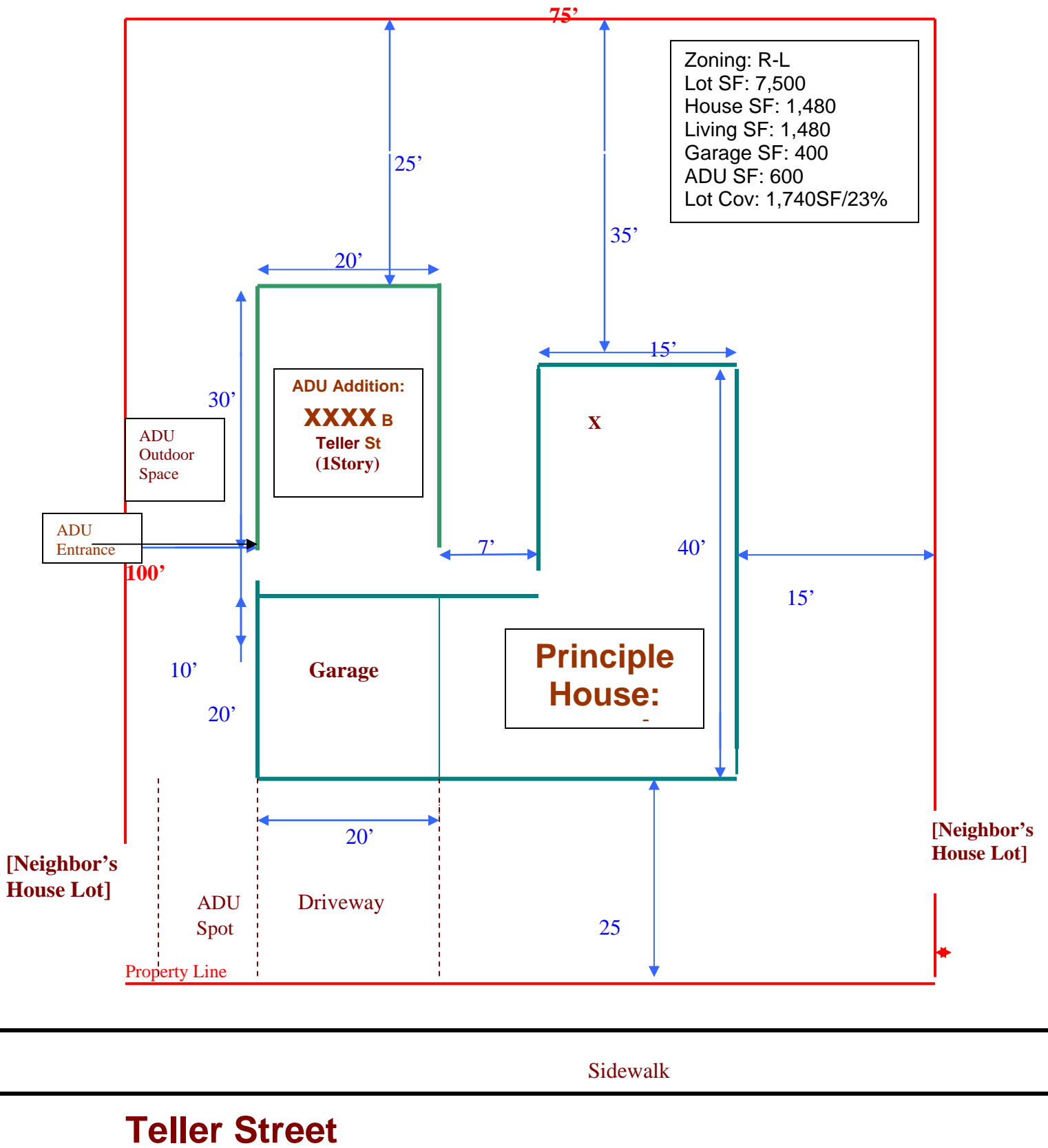
1. Complete the ADU permit application packet, including: ADU application; building permit application; restrictive declaration form.
2. Attach a site plan (see example in packet) showing:
  - Existing zoning and all uses adjacent to property
  - Location of proposed ADU, the entrance and outdoor space
  - Location and measurements of existing house and garage
  - Lot size and lot coverage
  - Front, rear and side setbacks
  - Designated off street parking space for ADU
  - Square footage of the home, garage and the ADU (separately)
  - Maximum number of people to reside in the ADU
3. If the proposed ADU will be inside an existing dwelling or attached to an existing dwelling, include photos of the existing dwelling and building elevations of the proposed ADU.
4. Submit the completed ADU packet to the Building Department.

5. Once the above items are completed and submitted, Community Development, Engineering, Code Enforcement and Building Inspection will review plans and contact you with any questions or comments. See diagram below.
6. When staff review is complete and all conditions are met, the Building Department will notified your ADU permit is available.

**Diagram of ADU Processing Steps:**



# SAMPLE SITE PLAN



## Accessory Dwelling Unit Permit Application

An ADU permit can only be granted after all conditions, listed below, are checked and initialed by a City Planner. Please reference Section 5.3.3 of the LDC for a full description of each item.

**Owner's Name:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

### **Building Department Review:**

\_\_\_ Existing Development on Lot. A single-family dwelling must exist as a principal dwelling unit on the lot or be constructed in conjunction with the ADU. A certificate of occupancy will only be granted to an ADU after it has been granted to the principal dwelling unit;

\_\_\_ Utility Service Requirements. ADUs must be connected to the sewer and water of the principal dwelling unit and may not have separate services;

### **Code Enforcement Review:**

\_\_\_ Conformance to Land Development Code. An ADU must meet the same development standards required for the principal dwelling unit, and a building permit is required;

\_\_\_ Parking. One on-site (hard surface) parking space shall be required for an ADU. Parking for the ADU is in addition to the required parking for the principal dwelling unit. The required parking space may be in tandem with other required spaces;

\_\_\_ Unit Size and Configuration. For a principal dwelling unit of 1000 square feet or more of living space, the ADU shall be no larger than 40% of the living space of such principal dwelling unit, or 800 square feet, whichever is smaller. For a principal dwelling unit of less than 1000 square feet of living space, the ADU shall be no larger than 400 square feet. No ADU shall be less than 200 square feet, and all ADUs shall be designed and configured as either studio or one bedroom units. Square-footage calculations, as contained herein, exclude any related garage, porch or similar areas.

\_\_\_ Unit Occupancy. No more than two persons shall occupy an ADU of less than 600 square feet, and no more than three persons shall occupy an ADU ranging from 600 to 800 square feet. The maximum number of persons allowed to reside in the proposed ADU is \_\_\_\_\_.

\_\_\_ Number of ADUs per Parcel. Only one ADU shall be allowed for each parcel;

\_\_\_ Owner Occupancy. The property owner, as reflected in title records and evidenced by voter registration, vehicle registration or other similar means, must occupy either the principal dwelling unit or ADU;

\_\_\_ Outdoor Areas. The site plan shall provide accessible outdoor space and landscaping for both the ADU and the principal dwelling unit;

\_\_\_ Garage or carport space. If covered parking is to be dedicated for use in conjunction with an ADU it shall not exceed 250 square feet;

\_\_\_ Home Occupations. Home occupations shall not be allowed in an ADU;

\_\_\_ Mobile homes, travel trailers and recreational vehicles shall be prohibited for use as an ADU;

\_\_\_ Deed Restriction. Before obtaining a building permit for an ADU, the property owner shall file with the County Clerk and Recorder, in a form acceptable to the Director, a declaration of restrictions in reference to the deed under which the property was acquired by the present owner (see Sec 5.3.3);

\_\_\_ Site Plan. A completed site plan showing ADU location, setbacks, parking, square footage, percent lot coverage, entrance location, maximum number of residents. If property is comprised of two or more lots, then all related legal descriptions shall be provided;

**Planning Review:**

\_\_\_ Design. To preserve the appearance of the single-family dwelling, ADUs shall be compatible with the design of the principal dwelling unit by use of similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch and colors (see Sec. 5.3.3). Photos of the principle home shall be provided along with proposed elevations (front and side view sketches)



APPLICATION NUMBER



# CITY OF ARVADA

PUBLIC WORKS DEPARTMENT - BUILDING INSPECTION DIVISION  
720-898-7620 ♦ FAX 720-898-7603

## ACCESSORY DWELLING UNIT APPLICATION

DETACHED \_\_\_\_\_ ATTACHED \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

PROPERTY ZONING \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ FILING \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

COUNTY \_\_\_\_\_ LOT SQUARE FOOTAGE \_\_\_\_\_

LOT WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_ AREA \_\_\_\_\_ LOT COVERAGE (%) \_\_\_\_\_

FRONTS ON (N/S/E/W): \_\_\_\_\_

SET BACKS FROM PROPERTY LINE (Circle front)

NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_ EAST \_\_\_\_\_ WEST \_\_\_\_\_ CORNER LOT? \_\_\_\_\_

SQUARE FOOTAGE( SQUARE FEET OF)

FINISHED \_\_\_\_\_ GARAGE \_\_\_\_\_ DECK \_\_\_\_\_ PATIO COVER \_\_\_\_\_

HEATING SYSTEM BTU \_\_\_\_\_ EFF % \_\_\_\_\_

TYPE OF HEATING SYSTEM: FORCED AIR \_\_\_\_\_ HOT WATER \_\_\_\_\_ RADIANT \_\_\_\_\_ OTHER \_\_\_\_\_

STATE CONTRACT BID OR VALUATION/COST OF CONSTRUCTION \$ \_\_\_\_\_.

**DESCRIBE PROJECT IN DETAIL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

PLANNING DEPARTMENT APPROVAL: INITIALS \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEERING DIVISION APPROVAL: INITIALS \_\_\_\_\_ DATE: \_\_\_\_\_

FLOOD PLAIN APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

NOTES \_\_\_\_\_

PLOT PLAN APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

NOTES \_\_\_\_\_

**PERMIT CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VALUATION ..... \_\_\_\_\_  
PERMIT FEE ..... \_\_\_\_\_  
ASSESSMENTS ..... \_\_\_\_\_  
PLAN REVIEW ..... \_\_\_\_\_  
OTHER ..... \_\_\_\_\_  
TOTAL FEES ..... \_\_\_\_\_

THE ISSUANCE OF A PERMIT, INSPECTIONS, OR CERTIFICATE OF OCCUPANCY SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, NOR AN APPROVAL OF, ANY VIOLATION OF THE UNIFORM BUILDING OR OTHER CODE OR ORDINANCE ADOPTED BY THE CITY OF ARVADA. I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE IS CORRECT AND AGREE NOT TO START THIS PROJECT UNTIL THIS APPLICATION IS APPROVED AND VALIDATED, AND SHALL COMPLY WITH THE LAWS OF THE STATE OF COLORADO AND TO THE ZONING REGULATIONS AND INTERNATIONAL BUILDING CODE AS ADOPTED BY THE CITY OF ARVADA. ANY VIOLATION OF THE ABOVE NOTED TERMS WILL CAUSE IMMEDIATE REVOCATION OF THIS PERMIT.

\_\_\_\_\_  
**PLANNING DEPT. APPROVAL**                      **DATE**

\_\_\_\_\_  
**CODE ENFORCEMENT APPROVAL**              **DATE**                      **PRINT NAME**

\_\_\_\_\_  
**BUILDING DEPT APPROVAL**                      **DATE**                      **APPLICANT SIGNATURE**              **DATE**

## **Single Family to Duplex Conversion**

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When there is a change of use for a building, it is treated as a new building and must be upgraded to current code requirements for the proposed use, and a Certificate of Occupancy must be obtained. For an Accessory Dwelling Unit/ADU each dwelling unit shall comply with the minimum life safety requirements adopted by the City of Arvada at the time of application.

### **Building, Electrical, Mechanical, Plumbing and Energy Requirements:**

Both units shall comply with the all current adopted ordinances and International Residential Code.

## **Detached Unit**

Detached units shall comply with all current adopted ordinances and the International Residential Code.

### **Submittal Documents**

- 2 Plans & elevations (including existing building) with structurals and floor plans
- 2 Plot plans – 8 ½” x 11” or 8 ½” x 14” max ( on separate sheet from plans )
- 2 Basement structural floor design and ventilation if needed
- 2 Foundation plans, wet stamped by Colorado Engineer
- 1 Permit application signed by applicant
- 1 Heat calculations - one for each unit ACCA compliant Manual J and D
- 1 RES check [www.energycodes.gov](http://www.energycodes.gov)
- 1 Fixture count sheet
- 1 Subcontractor form
- 2 Soils report

**Declaration of Covenants, Conditions, and Restrictions  
Pertaining to Accessory Dwelling Unit**

This Declaration of Covenants, Conditions, and Restrictions (the "Declaration") is made on the date hereinafter set forth by the undersigned (whether one or more, the "Declarant").

WHEREAS, Declarant is the owner of certain real property (the "Property") located in the City of Arvada, County of Jefferson, State of Colorado as follows: (Insert **legal** description or, if lengthy, reference Exhibit A and attach Exhibit A. A street address alone is insufficient.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

WHEREAS, Declarant has applied to the City of Arvada Community Development Department for an Accessory Dwelling Unit ("ADU") pursuant to the Arvada Land Development Code, Section 5.3; and

WHEREAS, Declarant desires to enhance the quality, value, desirability and attractiveness of the Property, and to ensure compliance with all provisions of the Arvada Land Development Code pertaining to Accessory Dwelling Units;

NOW THEREFORE, Declarant hereby declares that the Property shall be owned, held, transferred, conveyed, sold, leased, rented, hypothecated, encumbered, used, occupied, maintained, altered and improved subject to the following covenants, conditions, restrictions, and other provisions set forth herein, all of which shall run with the title to such right, title or interest in the Property, or any part thereof:

1. The Declarant (at least one, if more than one) shall reside on the Property and such Property shall be the primary and permanent dwelling place of Declarant, excluding temporary absences and temporary stays elsewhere, and said Property shall be Declarant's legal residence.
2. Any Accessory Dwelling Unit placed on the Property shall not be sold separately from the principal dwelling unit, nor shall the portion of the Property on which the ADU is situated be subdivided from the portion on the Property on which the principal dwelling unit is situated, unless such subdivision can be accomplished in accordance with all provisions of the Arvada Land Development Code.
3. The Certificate of Occupancy for the Accessory Dwelling Unit shall be in effect only so long as either the principal dwelling unit or the ADU is occupied by the owner of record as the owner's principal place of abode, subject to any temporary waiver granted pursuant subsection 5.3.3 B.7 of the Arvada Land Development Code.
4. A lack of compliance with any of the provisions of this Declaration may subject the owner of the Property to any and all penalties provided for in the Arvada Land Development Code.

5. The City of Arvada shall have the right to enforce all covenants, conditions, restrictions, and other provisions of this Declaration, but failure to so enforce shall in no event be deemed a waiver of the right to do so thereafter.

6. This Declaration may be terminated only upon removal of the Accessory Dwelling Unit and the City of Arvada's confirmation thereof. To effectuate this intent, upon the request of the owner of the Property, and upon verification of such removal, the City shall execute appropriate documentation in order to facilitate the release of such encumbrance. The owner of the Property shall pay all required recording fees, and it shall be the owner's responsibility to ensure that any recording of such release is successfully completed.

7. The Accessory Dwelling Unit shall be restricted to the approved size.

8. This Declaration, and the Covenants, Conditions and Restrictions herein, shall be perpetual and constitute covenants running with the land and shall be binding upon the Declarant, and the heirs, successors and assigns of the Declarant, and all persons claiming under them.

9. Neither this Declaration, nor the Covenants, Conditions and Restrictions herein, shall be amended, terminated, or modified in any way without the consent of the City of Arvada, filed with the County Clerk and Recorder of Jefferson County Colorado.

Declarant:

Date:

\_\_\_\_\_

\_\_\_\_\_

Declarant:

Date:

\_\_\_\_\_

\_\_\_\_\_

STATE OF COLORADO )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

Witness my hand and official seal.

(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_