



**ACCESSORY DWELLING UNIT
(ADU) APPLICATION
2023 Zoning Development Permit (ZDP)
(Revised 1/1/2023)**

Project # _____
Fee: \$159.00

1. Requirements

Checklist (Municipal Code §18.33.135)	Applicant	City
Definition: ADUs are living units within a single family dwelling, attached garage, or in the upper level of a detached garage. (§18.06.016)		
Zone Districts: 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).		
Design and Appearance: 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)		
Residency: 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 annually to renew ADU permit. (§18.33.135.D.2)		
Size: 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)		
Number of Occupants: Maximum 4 persons/ADU. (§18.33.135.D.4)		
Parking: 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)		
Density Controls: 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)		
Maximum ADUs/Lot: 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)		
Home Occupations: Allowed in either ADU or primary unit but not both and subject to home occupation standards. (§18.33.135.D.8)		
Barrier-free ADU: Encouraged to accommodate people with disabilities. (§18.33.135.D.9)		
New Construction/Remodel: Submit separate applications for ZDP Plan Review and Building Permit. (§18.72, §15.02 and §18.33.135.B.6)		
Enforcement: An ADU ZDP may be revoked if: <ul style="list-style-type: none"> a) the owner does not comply with property maintenance and nuisance ordinances; b) the ADU is substantially altered; c) the property owner no longer owns the required number of on-site parking spaces; d) the property owner ceases to own or reside in either the primary unit or ADU (§18.33.135.C.3); e) rooms in the primary unit are rented (§18.33.135.D.2); and f) the ADU is sublet. (§18.33.135.D.2). 		

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.)
- e. Estimated Project Valuation \$ _____

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)