



<p><u>For Internal Purposes Only (initial)</u>          Review Fee paid: ____          Approved: ____          Approved with Conditions: ____          Denied: ____          Inspection Fee paid: ____</p>
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**Application for Accessory Dwelling Unit**

Per Mancos Municipal Code Accessory Dwelling Units (ADUs) may be installed as an accessory use and structure to a Single Family home on a lot in the residential zoning districts. They must follow the standards outlined in the Mancos Land Use code in terms of dimensional, design and use standards. *This application shall be completed and signed by the property owner of record. The review/filing fee is \$65.00, which must be paid prior to review. A building permit and associated fees, based on the valuation of the project, will also be required.*

**Property Owner Information<sup>1</sup>**

Full Name: \_\_\_\_\_  
*Last**First**M.I.*

Address: \_\_\_\_\_  
*Street Address**Apartment/Unit #**City/State*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_  
 (if different) *Street Address**Apartment/Unit #**City/State*

Legal Description: \_\_\_\_\_

Is this an existing ADU? \_\_\_Yes \_\_\_No If yes, indicate year structure was built and the year the ADU was created \_\_\_\_\_

**Note: Include with your application any documentation on when the structure was built, any building permits received, etc.**

**Attach a separate sheet to further describe the planned construction and attach a site plan/drawing showing the location of the planned construction on the property. At minimum, show all of the following:**

- All lot dimensions and direction
- Location of the Single Family dwelling unit and all other existing structures on the property including sheds, garages, decks, etc.
- Note sidewalks, driveways, location of off-street parking, easements and utilities
- Street and alley locations, including corner lots/intersections
- Height of proposed ADU and total proposed square footage of the ADU
- Indicate type of construction material, if known
- Distance between ADU and all property lines and distance between ADU and any other buildings on the site
- Describe how the proposed ADU meets the following requirements
  - Minimum of one off-street parking spot
  - Separate entrance from main dwelling unit
  - ADU has similar design to main Single Family dwelling unit
  - ADU contains at minimum a kitchen and bath (kitchen must have a minimum of refrigerator, sink, two-burner stove and oven and bath must have a minimum of sink, toilet and bath and/or shower)

I \_\_\_\_\_ swear that the information included herein is accurate, to the best of my estimation. I understand that no application shall be considered complete, and shall not be reviewed, until the application is complete, any inspection or review fee is paid in full (if applicable), and public hearing notice requirements (if applicable) have been fulfilled. The Zoning Administrator, Planning and Zoning Commission, Building Inspector and the Board of Trustees may deny my request for an Accessory Dwelling Unit, approve the request, or approve it with conditions. I understand that I will be subject to building permit and inspection fees.

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

\_\_\_\_\_  
Date

<sup>1</sup> If applicant is not the property owner of record, an Agent Letter shall be submitted with this application.