



Planning and Zoning Commission
Valley County

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ACCESSORY DWELLING UNIT APPLICATION

Name of Applicant(s) _____

Mailing Address _____

Phone Number _____

Property Parcel Number _____

Physical Address _____

Description:

An Accessory Dwelling Unit (ADU) is a secondary living unit, on a single-family lot. An ADU contains its own kitchen, sleeping area, and bathroom facilities. ADUs can be attached or detached from the primary residential unit. ADUs are subordinate in size, location, and appearance to the primary dwelling unit. ADUs are commonly referred to as mother-in-law apartments, Elder Cottage Housing Opportunities (ECHO homes), guest cottages, caretaker cottages, carriage houses, or rental units.

ADU Number: _____

Application Accepted By: _____

Staff

Date

Please answer the following questions:

1. Does the ADU meet all requirements of the Idaho Central District Health Department (CDHD) with respect to the provision of individual potable water and sewage disposal facilities, or has a permit from an approved central sewage

treatment facility been obtained? (**Attach specific approval for ADU.**)

2. Would the issuance of an ADU permit adversely impact others within the neighborhood from obtaining a permit for septic, sewer, or well, if the neighbor has not constructed their first residence on their neighboring lot?

3. The square footage of the ADU may not exceed the lesser of 1,000 square feet, or 50% of the square footage of the primary structure, excluding open storage areas, garages, and carports.

What is the proposed square footage of the ADU? _____

What is the square footage of the primary residence? _____

4. The ADU may be attached to the primary structure, the garage, or be free-standing, and shall be subject to the same setback requirements as the primary structure. **Describe the nature of the ADU requested and attach a Site Plan showing all structures.**

5. The ADU must be provided with at least one parking space which is in addition to those required for any other structure on the property. **Note proposed parking on Site Plan.**

6. The ADU must utilize design elements of the primary structure in order to maintain consistency and clearly signify its subordinate relationship to the primary structure. These elements may include roof pitches, siding, structure shape and placement, etc. The exterior appearance of the structure must be compatible with the primary structure. **Describe or illustrate the ADU design and include a photograph of the primary residence.**

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7. The ADU cannot be used as a commercial or bed and breakfast use without a Conditional Use Permit (C.U.P.). **What is the ADUs intended use?**
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Additional ADU Requirements:

1. If used as a rental property, an ADU must be rented for a minimum of 30 days (not as a weekly or daily rental).
 2. ADUs are permitted only when one of the primary structures on the property is owner-occupied. Owner-occupied structure does not need to be the primary residence. Ownership cannot be fractional or timeshare ownerships.
 3. ADUs will not be allowed in subdivisions where specifically prohibited by the CCRs.
 4. The ADU building permit submittal must include adequate information to determine if the ADU satisfies design element requirements.
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Procedure:

- An application for an ADU shall be reviewed by the Administrator.
- The Administrator shall notify property owners within 300 feet.
- Objections to the application must be written and received by the Planning and Zoning Administrator within ten working days. Objections must give specific grounds and facts upon which the objection is based. Anyone who files objections which are not deemed by the Planning and Zoning Administrator to be sufficient to warrant a C.U.P. will be promptly notified of that determination. If there are no objections within ten working days, the ADU will be a permitted use.
- The administrator shall determine whether the exterior appearance of the ADU is compatible with the primary structure.
- Submit **two copies** of all documentation. (No fee is required.)

Signed: _____ Date: ____/____/____
Applicant(s) / Owner Application Submitted