

CITY OF FAYETTEVILLE, ARKANSAS

ACCESSORY DWELLING UNIT

FOR STAFF USE ONLY	FEE: \$100.00
Date Application Submitted:	
Date Accepted as Complete:	S-T-R:
Case / Appeal Number:	PP#:
Public Hearing Date:	Zone:

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until this information is furnished.**

Application:

Indicate one contact person for this request: _____ Applicant _____ Representative

Applicant (person making request):

Representative (engineer, surveyor, realtor, etc.):

Name: _____

Name: _____

Address: _____

Address: _____

E-mail: _____

E-mail: _____

Phone: () _____
 () _____

Phone: () _____
 () _____

Fax: () _____

Fax: () _____

Site Address / Location: _____

Current Zoning District: _____

Assessors Parcel Number(s) for subject property: _____
(REQUIRED FOR SUBMITTAL)

Size of tract of land (in acres): _____

FINANCIAL INTERESTS

The following entities and / or people have financial interest in this project:

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Name (printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Owners (attach additional info if necessary):

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: () _____

Staff Use Only

Administrative Approval:

Zoning & Development Administrator

Date

Conditions:

Checklist:

Attach the following items to this application:

- 1. Payment in full of applicable fees for processing the application (\$100.00).
- 2. Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal.
- 3. Legal description of property (may be found on deed or current survey of property).
- 4. A copy of the plat on record in the county assessor's office.
- 5. A copy of the deed restrictions filed in the Washington County Clerks Office referencing the deed under which the property was acquired by the present owner, prior to approval of a building permit, and stating that:
 - a. The accessory dwelling unit shall not be sold separately from the principal residence.
 - b. The accessory dwelling unit is restricted to the approved size.
 - c. The property owner shall at all times reside on the property.
 - d. The above restrictions are binding upon any successor in ownership of the property and shall run with the property.
- 6. **One (1)** hard copy and **one (1)** copy in pdf on CD of detailed site plan showing the following information:
 - a. Scale no smaller than 1" = 30' (one inch equals thirty feet)
 - b. A north arrow
 - c. Property lines
 - d. Locations and dimensions of all rights-of-way, utility, drainage and tree preservation easements, and building setbacks
 - e. All existing and proposed structures with accompanying uses
 - f. Size of parcel in square feet or acres.
 - g. Size of all existing and proposed structures in square feet
 - h. Name of the applicant or property owner, plan preparer, project name and project address in a title block
 - i. Pertinent special features such as drainage features, berms, fences, and retaining walls
 - j. Parking areas, including driveways, with paving materials and dimensions
 - k. A landscape plan showing the location of all proposed landscaping, size of plant materials and species
 - l. Tree protection plan including all significant trees and protection measures
 - m. Proposed building elevations showing the proposed building height and materials used for all structures.

Accessory Dwelling Unit Requirements

All of the following requirements must be met in order for an Accessory Dwelling Unit (ADU) to be approved:

Zoning:

- All proposed ADUs shall comply with all underlying zoning requirements including but not limited to building area, bulk and area, and setbacks with the exception of density limits.

Building Height and Size:

- The proposed ADU shall not be greater than 950 sq. ft. of habitable space.
- A one-story detached ADU shall be a maximum of 20 feet in height to the roof peak measured from the existing adjacent grade.
- A detached ADU above one story shall be a maximum of 25 feet in height to the roof peak measured from the existing adjacent grade.
- An attached ADU may occupy a first or second story of a principal dwelling unit and shall not be taller than the roof line of the principal dwelling unit.

Utilities:

- Although not required, the City recommends that water and sewer service for the ADU be connected directly to the public water and sewer system, and metered separately from the principal residence.

Fees:

- The ADU fee and application process are separate and in addition to the typical fees and building permit requirements for a single family home.

Deed Restrictions:

- Before obtaining a building permit for an ADU the property owner shall file with the Washington County Clerk's Office a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:
 - (1) The ADU shall not be sold separately from the principal residence.
 - (2) The accessory unit is restricted to the approved size.
 - (3) The property owner shall at all times reside on the property.
 - (4) The above restrictions are binding upon any successor in ownership of the property and shall run with the property.

An applicant may request approval from the Planning Commission of a variance from the maximum requirements for size (square feet), height, and materials where unique circumstances exist and will not adversely affect adjoining or neighboring property owners.