



ACCESSORY DWELLING UNIT APPLICATION

Property Address: _____

Zone: _____ Subdivision: _____

Owner(s): _____

Type of ADU:

- Basement Finish
- New Accessory Structure
- Remodel of an Approved Accessory Structure
- Basement Finish is for Personal Use Only and Not Intended as Living Quarters

UBSR Case Number: _____

Approval Date: _____

Owner Will Occupy:

- Primary Dwelling Unit
- Accessory Dwelling Unit

If **all four (4)** criteria listed below are present, then the Town will determine your submittal to be an ADU and will require compliance with Title 17, Section 17.61, including a Deed Restriction to be filed with the County prior to the approval of your building permit and payment of Development Impact Fees per Section 3.16.030.

Criteria:

- 1) Provisions for living
- 2) A Kitchen, as defined as an area used for the preparation of food and includes a stove/cook top, range, oven, or one or more 220 volt or greater outlets or gas line connections
- 3) A 3/4 or full bathroom(s)
- 4) A bedroom(s) or other area designed or designated for sleeping.
This policy and code clarification use the terms 'bedroom,' 'sleeping room,' and 'facility for sleeping' interchangeably.

Square Footage of Entire Home: _____ Square Footage of Basement Finish: _____

Square Footage of New ADU Structure or New ADU Exterior Addition: _____

Reception Number of Deed Restriction: _____

Please fill out the Deed Restriction and take to the Douglas County Clerk & Recorder at 301 Wilcox St Castle Rock, CO 80104 (M-F 8:00-5:00 PM, 303-660-7446) to record. Once recorded, upload a copy to eTrakIt in PDF format.

Additional Questions? <https://www.douglas.co.us/recording/recording-documents/recording-document-faqs/>

Find information for your property online at www.douglas.co.us/Assessor.

Is a new entrance being added to the exterior of the home to provide access to the ADU? Yes No

Is the new entrance facing the street? Yes No

I CERTIFY THAT THE INFORMATION AND EXHIBITS HEREWITH SUBMITTED ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Owner's Name (print): _____

Owner's Signature: _____ Date: _____

Owner's Name (print): _____

Owner's Signature: _____ Date: _____