

ACCESSORY DWELLING UNIT APPLICATION



Building Division • 100 N. Wilcox St., Castle Rock, CO 80104
720-733-3527 • buildingcounter@CRgov.com

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 five(5) 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.
- 5) Separation: Detached ADU structures have Separation.
When the remodeling activity is attached to the primary dwelling unit, physical separation is required between the primary residence and the ADU to qualify as an ADU. When the ADU is not attached, in order to be considered an ADU, the main dwelling must be physically separated from the ADU. This physical separation can be accomplished with a wall, a wall with a door, or other similar separation. Where a wall exists, the presence of a door frame, door hinges, pocket, or an opening equal to or less than 38 inches in width shall constitute separation.

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: _____