



City of Boulder Planning & Development Services

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Accessory Dwelling Unit (ADU)

Attachment to Administrative Review Application Form

There are two types of accessory dwelling units (ADUs) permitted in the City of Boulder: attached and detached. An attached accessory dwelling unit means a separate and complete single housekeeping unit within a detached single-family home. A detached accessory dwelling unit means a separate and complete single housekeeping unit within an accessory structure on a property on which a detached single-family home is located. In addition, specific standards apply to affordable accessory units (i.e. units that meet the affordability standards) and designated historic properties. ADUs are regulated per Section 9-6-3(m), B.R.C. 1981.

ADUs are allowed on lots 5,000 square feet or larger in the RR, RE, RL, RMX, A or P zoning districts. A single-family dwelling unit with an accessory dwelling unit is not considered a duplex nor a multi-family dwelling. The owner must reside in either the principal dwelling unit or ADU. Depending on zoning district, the number of allowable ADUs that may be issued for a given area is limited (see [Subsections 9-6-3\(m\)\(2\)\(A\) and 9-6-3\(m\)\(3\)\(A\), B.R.C. 1981](#) for more information). Additional compatible development restriction standards apply to properties located in the RR, RE, RMX-1, and RL-1 zoning districts.

If the proposed ADU or principal dwelling unit is to be rented, a rental license is required. **Short term rentals (less than 30 days) are not allowed on either the ADU or principal dwelling unit unless the ADU and rental license were established prior to January 3, 2019.**

Proposals for ADUs are considered through an administrative review application. This application must include a completed Administrative Review application form. The application requirements are listed below. Applications for accessory dwelling units are submitted to the Planning and Development Services Center.

Application Requirements

The following information must be included as part of an administrative review application for an accessory dwelling unit:

1. [Survey](#) by a registered surveyor, showing existing structures and parking areas.

2. Site Plan showing:

- a. Property lines and lot dimensions;
- b. Existing buildings, structures, and improvements with dimensions;
- c. Proposed buildings, structures, improvements, screening and/or landscaping with location and dimensions, including setbacks from property line;
- d. Required off street parking spaces for principal residence and proposed ADU, showing location and dimensions, including setbacks from property lines;
- e. Plans should be drawn at a scale of no less than 1" = 30' and should include a north arrow, street name(s), and address of the property.

For detached ADUs:

- f. Existing topography within 25' of proposed unit. See definition of "Height" in attached definitions;
- g. Location of required sixty square feet of private open space for the ADU (may include porches, decks, balconies, or patio areas).

3. Floor Plans showing:

- a. Interior plans shall be drawn at a scale of no less than 1/8" = 1' (1/4" = 1' preferable) and include a north arrow;
- b. Proposed interior plans for ADU showing rooms, doorways, stairways, and dimensions;
- c. Interior plans of principal dwelling unit showing rooms, doorways, stairways, and dimensions. If attached ADU, include separation of the ADU from the rest of the dwelling.

* Note: if a basement finish is proposed, please see the [ICC Building Guide for Single Family Residential Basement Finishes](#).

4. Building elevations of detached structure showing (**DETACHED ADUS ONLY**):

- a. Proposed elevations of detached structure at a scale of no less than 1/8" = 1'. Elevations should clearly label the following:
 - i. The elevation of the low point within 25' of the structure and the elevation at the high point of the structure (see definition of "Height" in attached definitions);
 - ii. Ratio of the height of the roof (measured from the eave line to the top of the roof) to the height of the side walls (measured from the low point of grade to the eave line);
 - iii. Roof pitch;
 - iv. Building materials.
- b. Description of building materials and architectural design of existing residence on site. Alternatively, provide description of building materials and architectural design of adjacent building(s) along the side yards to demonstrate compatibility. Photos are acceptable.

* *Note: additional information may be requested during review to demonstrate compliance with compatible development standards in the RR, RE, RMX-1, and RL-1 zoning districts.*

5. A completed and signed **Project Information Form** (see attached form).
6. Proof of current ownership in the form of a copy of a recorded deed, title insurance commitment, or attorney memorandum.
7. Completed **Plumbing Fixture Count Form** (see attached form).
8. Application fee due at the time of application submittal.
9. A completed **Sign Posting Acknowledgment Form** signed by the applicant (see attached form).
10. If requesting modifications for a designated historic property, a letter from the City of Boulder Historic Preservation Division describing and verifying the property's eligibility to apply under either Subsections 9-6-3(m)(2)(E) or 9-6-3(m)(3)(E), "Designated Historic Property", B.R.C. 1981.
11. If applicable, a copy of the disposition granting a variance request. If a variance is needed and has not been obtained at the time of application, the application cannot be accepted.
12. Additional plans may be requested at the time of review.

ACCESSORY DWELLING UNIT APPLICATION PROJECT INFORMATION
Submit with your application.

1. Property Address: _____ Zoning District: _____
2. Total area of lot: _____square feet.
3. Accessory Dwelling Unit Types (select two):
 Attached Affordable *must meet affordability standard* (refer to attached definition)
 Detached Market Rate
4. Does the proposal include modifications for a Designated Historic Property?
 Yes No
5. Total floor area (refer to attached definitions) of principal structure including attached garage:
_____square feet.
6. Total floor area of the accessory dwelling unit: _____square feet.
7. Number of required off-street parking spaces (9' x 19' feet minimum):
Existing _____ Proposed _____
8. Existing Rental License on Property:
 None
 Short-Term Long-Term
License Number: _____

IF ATTACHED:

9. Is a new entrance being added to the exterior of the home to provide access to the accessory unit?
 Yes No
 - a. If yes, does this entrance face onto the street fronting the property?
 Yes No
 - b. If yes, describe how the new entrance is screened from the street, including the design and materials to be used (attach sheets if more space is needed):

IF DETACHED:

10. What is the total building coverage of the ADU? _____ square feet.

11. Height of accessory structure (refer to attached definitions)? _____ feet.

12. Amount of private open space provided for ADU? _____ square feet.

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge, that I have my permanent residence and currently live at the property for which this application is being made, and that I have at least a 50 percent fee simple ownership interest in the property.

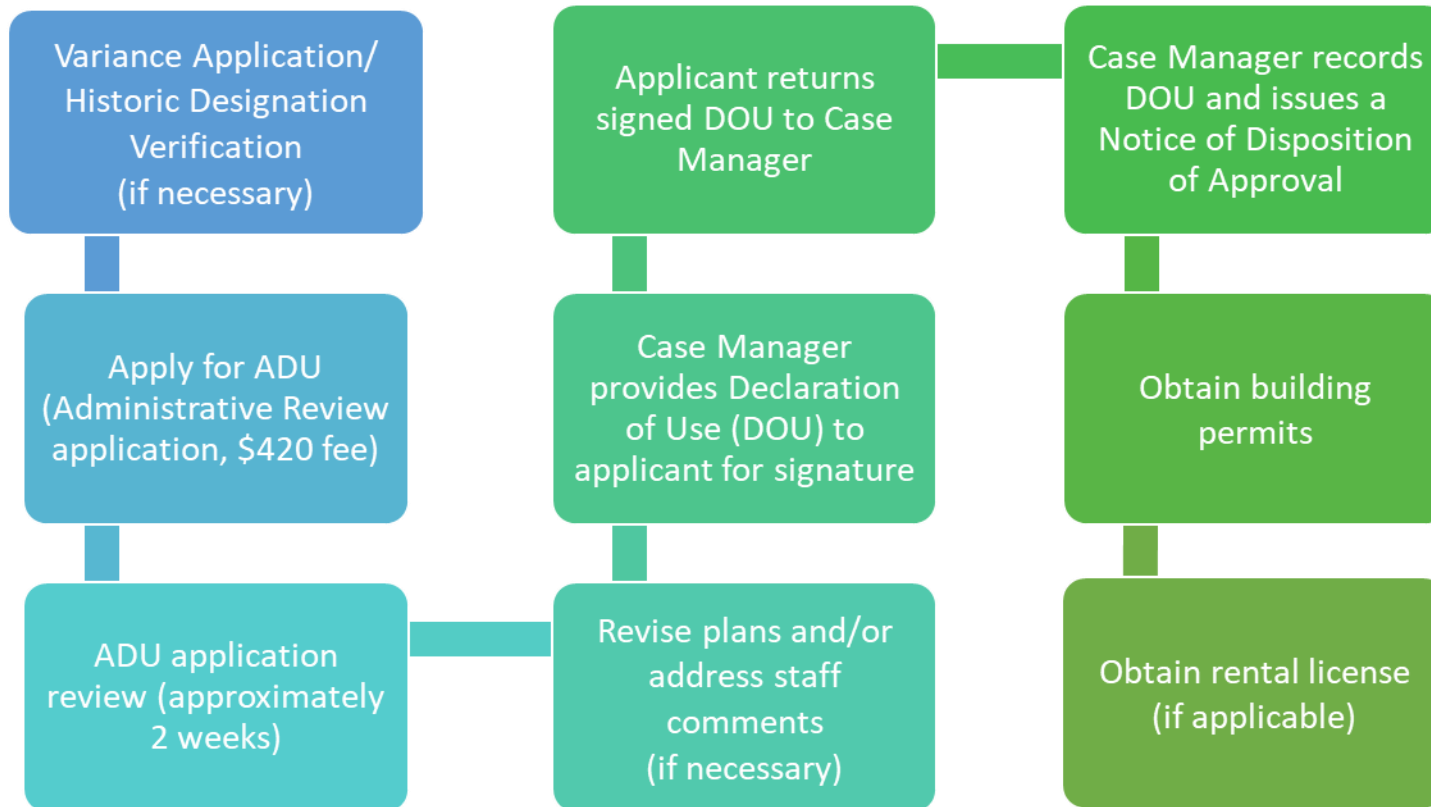
Owner's Name (print) _____ Date _____

Owner's Signature _____

Owner's Name (print) _____ Date _____

Owner's Signature _____

ACCESSORY DWELLING UNIT APPLICATION AND REVIEW PROCESS



USEFUL DEFINITIONS IN THE LAND USE CODE (Section 9-16-1, B.R.C. 1981)

Affordability standard means rents do not exceed the maximum rents established by the Colorado Housing and Finance Authority or similar agency for households earning no more than seventy-five percent of the area median income. The city manager shall publish a table setting forth the maximum rents based on information provided by the Colorado Housing and Finance Authority or its similar agency.

Affordable accessory unit means a unit for which the rents meet the affordability standard.

Attached accessory dwelling unit means a separate and complete single housekeeping unit within a detached dwelling unit, permitted under the provisions of Subsection 9-6-3(m), B.R.C. 1981.

Building coverage means the maximum horizontal area within the outer perimeter of the building walls, dividers, or columns at ground level or above, whichever is the greater area, including, without limitation, courts and exterior stairways, but excluding:

- 1) Uncovered decks, stoops, patios, terraces, and stairways, all less than thirty inches high;
- 2) The outer four feet of completely open, uncovered, cantilevered balconies that have a minimum of eight feet vertical clearance below;
- 3) Up to three hundred square feet of a single-family detached residence front porch that is adjacent to a street;
- 4) Up to one hundred fifty square feet of additional porch area not located in the front yard for a single-family detached residence; and
- 5) One accessory building, no larger than eighty square feet in size and no taller than ten feet in height, associated with a single-family detached residence.

Detached accessory dwelling unit means a separate and complete single housekeeping unit within an accessory structure to the principal dwelling unit of the lot or parcel upon which the unit is located that is permitted under the provisions of Paragraph 9-6-3 (m)(3), B.R.C. 1981.

Floor area means the total square footage of all levels measured to the outside surface of the exterior framing, to six inches beyond the interior wall on an exterior wall, or to the outside surface of the exterior walls if there is no exterior framing, of a building or portion thereof, which includes stairways, elevators, the portions of all exterior elevated above grade corridors, balconies, and walkways that are required for primary or secondary egress by Chapter 10-5, "Building Code," storage and mechanical rooms, whether internal or external to the structure, but excluding an atrium on the interior of a building where no floor exists, a courtyard, the stairway opening at the uppermost floor of a building, and floor area that meets the definition of uninhabitable space.

Height means the vertical distance from the lowest point within twenty-five feet of the tallest side of the structure to the uppermost point of the roof. The lowest point shall be calculated using the natural grade. The tallest side shall be that side whose lowest exposed exterior point is lower in elevation than the lowest exposed exterior point of any other side of the building.

Housekeeping unit means one room or rooms with internal connections for separate residential occupancy and including bathroom and kitchen facilities. Multiple housekeeping units exist if there is more than one address to the property or more than one kitchen; or if there are separate entrances to rooms which could be used as separate housekeeping units; or if there is a lockable, physical separation between rooms in a dwelling unit such that a room or rooms on each side of the separation could be used as a housekeeping unit or rooms with no internal connections.

Kitchen means any part of a room or dwelling unit that can be used for the preparation of food that includes one or more of the following: a refrigerator, cooking device, kitchen sink, or dishwasher. The following do not constitute a kitchen under this definition: (1) a wet bar; or (2) an ancillary refrigerator that is used solely to store food that is prepared in the kitchen of a principal dwelling unit.

Owner-occupied means a dwelling unit or accessory unit that is the principal residence of at least one owner of record of the lot or parcel upon which the dwelling unit or accessory unit is located, who possesses at least an estate for life or a fifty percent fee simple ownership interest or is the trustor of a revocable living trust.

Principal residence means the dwelling unit in which a person resides for more than one-half of the year. However, if (1) the person owns another dwelling unit that is not licensed for long term rental; (2) the person's spouse or domestic partner has a different principal residence; (3) the person's driver's license, voter registration or any dependent's school registration shows a different residence address; or (4) the Boulder County Assessor lists a mailing address from the dwelling unit address, it shall be presumed that the dwelling unit in question is not a principal residence. Provided, however, no presumption shall apply in any criminal proceeding.

Uninhabitable space means a room or portion thereof that is six feet or less in floor to ceiling height, or a room solely used to house mechanical or electrical equipment that serves the building, including, without limitation, heating, cooling, electrical, ventilation and filtration systems, or any parking facility located completely below grade on all sides of the structure regardless of the topography of the site (see definition of "floor area").

Wet bar means a bar for mixing drinks that may contain a sink with running water, a dishwasher, and a refrigerator but no other facilities that can be used for the preparation of food other than mixing drinks. A sink in a wet bar must be smaller than a kitchen sink, as defined in Section 10-2-2, B.R.C. 1981.

**SIGN POSTING REQUIREMENTS
APPLICANT'S ACKNOWLEDGMENT FORM**

Required for Accessory Dwelling Unit
Administrative Review Applications

- (A) The notice shall be on weatherproof signs that have been provided by the city and placed on the subject property.
- (B) All such notice shall be posted no later than three days after the date the application is filed in order to ensure that notice is posted early in the review process.
- (C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (D) The signs shall remain in place during the period leading up to a decision by the city but not less than 10 days.
- (E) On or before the date that the city is scheduled to make a decision on the application, the city manager will require the applicant to certify, in writing, that notice was posted according to the above requirements.

I, _____, am filing an Administrative Review
(PRINT NAME OF APPLICANT OR CONTACT PERSON)

Application for an Accessory Dwelling Unit on behalf of the property owner(s)

(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)

for property located at _____.

I have read the city's sign posting requirements above and acknowledge and agree to the following:

- 1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location in order to provide required public notice.
- 2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (summarized above), including visibility of the sign(s), time and duration of the sign(s) posting, and reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
- 3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
- 4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

NAME OF APPLICANT OR CONTACT PERSON

DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.



City of Boulder Planning and Development Services Center
PLUMBING FIXTURE COUNT & IRRIGATION FORM

PMT _____

Property Address _____

Applicant _____

Residential Nonresidential Mixed Use (Break out nonresidential and residential fixtures as necessary.)

25% AWC 50% AWC 85% AWC (New nonresidential or mixed use construction select an annual water budget. Reference the Schedule of Fees or the Plant Investment Fee Worksheet for details.)

Irrigable Area _____s.f. (Only applies for new construction or when an irrigation meter is added to an existing development. There is a 2,000 square foot minimum unless this permit is part of a block in a larger project with a separate irrigation meter. The water budget for irrigation and the plant investment fee will be based upon this number.)

Gallon Per Minute Demand of Largest Irrigated Zone _____g.p.m. (Only applies when a separate irrigation meter is part of the building permit application.)

TYPE OF FIXTURE	EXISTING FIXTURES	FIXTURES TO BE REMOVED	NEW FIXTURES	NEW ROUGH-INS (NO FIXTURE INSTALLED)	EXISTING ROUGH-INS (NO FIXTURE INSTALLED)
RESIDENTIAL OR NON-RESIDENTIAL					
Tank Toilet					
Bathtub / Bathtub Shower Combo					
Shower Stall (per head)					
Sink (Bath, Hand, Bar, Lab)					
Sink (Kitchen/Compartment)					
Dishwasher					
Ice Machine, _____" line size					
Washer / Laundry Tub / Utility Sink					
Hose Bibb / Sill Cock / Outdoor Faucet					
Floor Drain / Floor Sink					
Sand Trap (Interceptor)					
OTHER: (Fixtures that may use city water or discharge into city sewer.)					
NON-RESIDENTIAL					
Flush Valve Toilet					
Urinal					
Industrial Dishwasher					
Beverage Hook-up					
Drinking Fountain					
Sink (Service / Mop / Janitor)					
Emergency Eye Wash					
Emergency Shower					
Dip Well					
Grease Trap (Interceptor)					
OTHER: (Fixtures that may use city water or discharge into city sewer.)					

I, the undersigned, take full responsibility for the accuracy and completeness of the above information.

Applicant/Contractor _____ Date _____

City Approval _____ Date _____