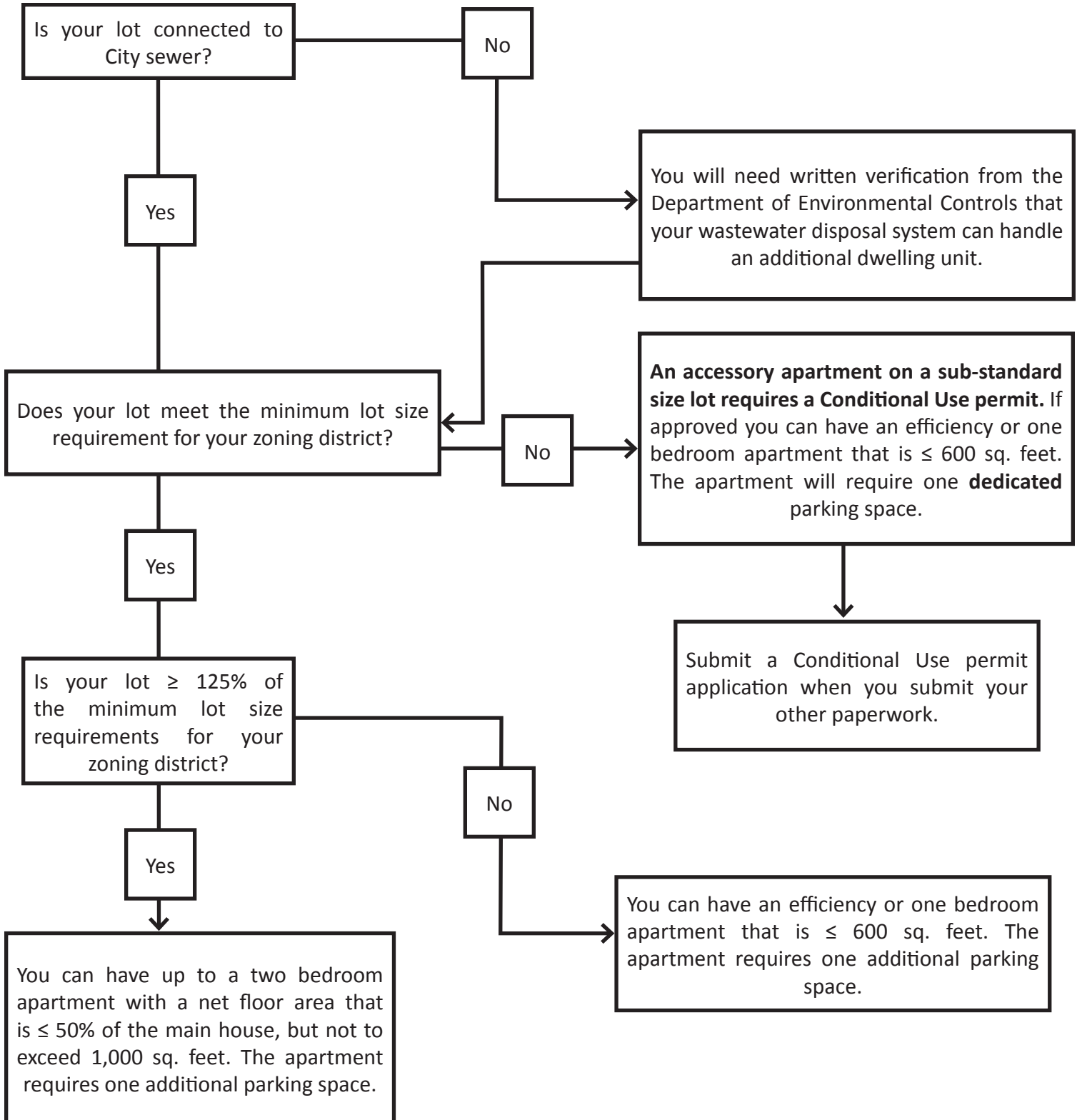


# Accessory Apartment Can I Have One? Quick Guide



# Accessory Apartment Can I Have One?

## What is an Accessory Apartment?

An accessory apartment is a private dwelling with bath and kitchen facilities. It can be within or attached to a single family dwelling, or in a detached building on the same lot as the primary dwelling unit.

Accessory apartments are smaller than the primary dwelling unit.

## What are the parking requirements?

An accessory apartment requires one (1) standard off-street parking space. A standard parking space is a rectangular area at least 8.5 feet by 17 feet.

Proposed accessory apartments must meet all other standards found in CBJ 49.25.400 Table of Dimensional Standards. To find out the standards in your zoning district call the number below and ask for the planner on call.

## Does my lot qualify for an Accessory Apartment?

The flowchart on the reverse side will help you determine your eligibility for an accessory apartment.

Your lot must meet the minimum lot size requirement for your zoning district in order to qualify for an accessory apartment. To find out which zoning district you are in call the number below or visit [epv.ci.juneau.ak.us](http://epv.ci.juneau.ak.us).

Lots that do not meet the minimum lot size requirement must receive a Conditional Use Permit in order to qualify for an accessory apartment. For more information on Conditional Use permits, visit [www.juneau.org/cddftp/landpermit.php](http://www.juneau.org/cddftp/landpermit.php).

Lots that are not connected to City sewer must have a letter from the Department of Environmental Conservation stating that the on-site waste water disposal system has the capacity needed for the proposed apartment and a statement from a qualified inspector stating that the system is functioning as designed in order to qualify for an accessory apartment.

Accessory apartments are allowed in every zoning district, except Industrial (I) and Waterfront Industrial (WI).

## What size is an Accessory Apartment?

It's all based on your lot size. To find out your lot size and how the math works out call the number below.

Lots that are up to 125% of the minimum lot size are eligible for a one bedroom or efficiency unit not exceeding 600 square feet in net floor area. Lots that are less than 100% of the minimum lot size (undersized lots) require an approved Conditional Use permit.

Lots that exceed 125% of the minimum lot size are eligible for an efficiency, one bedroom, or two bedroom unit that has a net floor area equal to or less than 50% of the primary dwelling unit, but not to exceed 1,000 square feet.

Areas common to more than one dwelling unit – including entry ways, furnace rooms, laundry rooms and interior stairways – will not be included in the net floor area calculation for the accessory apartment.

## How do I apply?

The application should contain the following:

- Development Permit application
- Accessory Apartment application
- Building Permit application
- A Conditional Use permit application if your lot is undersized.
- A detailed letter or narrative describing the project.
- Two (2) copies of a site plan drawn to scale and dimensioned to indicate all existing and proposed dwelling units on site, as well as required parking, minimum setbacks and entrances for both the primary dwelling unit and the accessory unit. The site plan should indicate the physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc).
- Two (2) copies of a floor plan drawn to scale and dimensioned to indicate the primary dwelling unit and the accessory unit, including each room labeled as to use. The floor plan should indicate the fire/sound rated separation assembly between the primary dwelling unit and the accessory apartment.

**Please contact the Permit Center with any questions or to schedule a**

### Pre-Application Conference:

230 S. Franklin Street, 4th Floor – Marine View Building  
Phone: (907) 586-0770 ▪ Fax: (907) 586-4925  
Permits@juneau.org ▪ [www.juneau.org/cdd](http://www.juneau.org/cdd)

Monday through Friday (except Holidays) 8am to 4:30pm  
Applications received: 8am to 4pm

