



# ACCESSORY DWELLING UNIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant	<b>PROJECT SUMMARY:</b>	
	<b>ACCESSORY DWELLING UNIT (ADU) DESIGN</b>  Attached or Internal (within principally permitted structure)  Detached (not attached to/within principally permitted structure)	<b>PRINCIPALLY PERMITTED RESIDENCE DESIGN</b>  Single-family dwelling unit  Duplex  Multifamily  Common wall (Zero-lot)  Other, describe: _____
	<b>For this proposed ADU, will a covered parking area be converted into an ADU?</b> Yes  No	
	<b>NET FLOOR AREA</b> Proposed ADU net floor area _____ square feet Existing residence net floor area _____ square feet.	
	<b>PARKING</b> Existing Spaces _____  Total Proposed Spaces _____  (Parking dimensions must be a minimum of 8.5' X 17', and each parking space must be drawn to scale on the site plan.)	<b>Is there a public transit stop within one mile of the proposed ADU?</b> Yes      No  <b>Is there a septic system?</b> Yes      No

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

<b>SITE INFORMATION – PROPOSED FOR ADU</b>  ZONING DISTRICT _____ ○ Front setback: _____ ○ Rear setback*: _____ ○ Side setback: _____ ○ Streetside setback: _____ <i>*Minimum 5-foot rear setback for ADUs</i>	<b>UTILITIES AVAILABLE</b> WATER:    Public    Well water SEWER:    Public    Septic system  <div style="border: 1px solid black; padding: 5px;">         Written ADEC approval for on-site septic systems is required       </div>
PROPOSED ADU HEIGHT _____	
<b>Required Information:</b> <input type="checkbox"/> Site plan (drawn to scale) <input type="checkbox"/> Floor plan(s) (drawn to scale) <input type="checkbox"/> Elevation view of existing and proposed buildings <input type="checkbox"/> Proposed vegetative cover <input type="checkbox"/> Existing and proposed parking <input type="checkbox"/> Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)	

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

## **Accessory Dwelling Unit Application Information (outlined in CBJC 49.25.512)**

**For more information about Accessory Dwelling Units see the Accessory Dwelling Unit Handout in the Permit Center.**

**Application:** An application for an Accessory Dwelling Unit Permit will be accepted by the Community Development Department once it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Accessory Dwelling Unit Permit Application and Development Permit Application forms.
2. **Fees:** All Accessory Dwelling Unit Applications require Building Permit fees. Any development, work or use done without an issued permit will be subject to double fees.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and must clearly show the items listed below, including:
  - A. Site plan, drawn to scale and dimensioned indicating all required parking, minimum setbacks and entrances for both dwelling units.
  - B. A floor plan drawn to scale and dimensioned indicating both dwelling units including each room labeled as to use.
  - C. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, easements, etc.).
5. **ADEC Verification:** If there is a septic system serving the lot, the applicant will need to provide written verification from the *Alaska Department of Environmental Conservation* that the existing system has adequate capacity for an additional unit.

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department); or
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

**Please consult with the Community Development Department (CDD) to discuss whether additional information may be required for your application. During business hours the "Planner-On-Call" can be reached by calling (907) 586-0753 and then pressing "0", or by contacting the Permit Center at (907) 586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).**

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**On-site Utilities:** If the property has an on-site waste disposal system, the following are required:

- Written verification from the Alaska Department of Environmental Conservation that the disposal system has the capacity to service an additional dwelling unit; and
- Utility inspection

**Application Review Procedure:** Once the application is determined to be complete, the CDD will initiate the review of the application. As part of the review process the CDD will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. During this review period, the Community Development Department will coordinate the review of this application by other agencies, as necessary. **Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.**

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