



Accessory Dwelling Unit (ADU) Guide

Community Development Department
City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601
970.384.6400

*The most current version of any Municipal Code sections cited in this document may be accessed on the City's website at www.cogs.us.

*This document is a summary of requirements and is an aid. It does not substitute for the municipal code requirements nor for review and knowledge of those requirements.

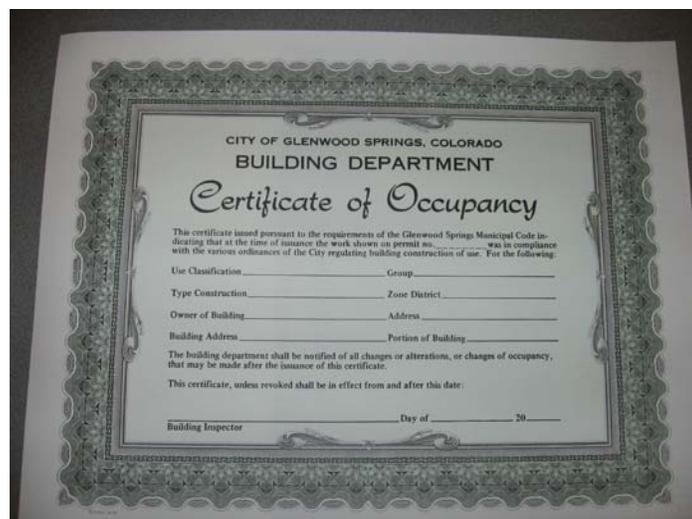
ADU OVERVIEW

-Definition. An accessory dwelling unit (ADU) is a separate, complete apartment that is contained in a single-family home or in a detached building on the same property that may be rented. An ADU is much smaller than the associated single-family home, which differentiates it from a duplex where the two units are often of a similar size. Common locations for ADUs are inside a single-family home, in an addition to a home, or above a garage. Since ADUs are much smaller than single-family homes or duplex units and contain fewer residents, the water, sewer, school land, and parkland fees are substantially lower for these units and they usually have one fewer required parking space.

ADUs are allowed in most residential zone districts in the city as long as they meet the requirements of the municipal code. They were added as an allowed use to help fill an affordable housing need in the community using existing infrastructure, and at the same time, are subject to specific design standards to keep them compatible with residential zone districts and to protect the welfare of the residents that live in them. In addition to the affordable housing benefits, many homeowners install ADUs for the extra income.

-Legal versus illegal ADUs. All ADUs within city limits are required to obtain an ADU permit and building permit, whether or not they were in existence prior to the adoption of the related ordinance in 1999. The unit will be required to meet building codes, ADU requirements, and pay the associated building permit and impact fees to ensure the safety of the residents, compatibility with the neighborhood, and to help pay for impacts on public utilities and parklands. If the ADU was constructed prior to 1950 or prior to annexation of the property into the city, it may be subject to the nonconforming uses and structures provisions in section 070.050.030(q) of the municipal code. Contact planning staff for further information if this is your situation.

If the ADU was constructed after 1950 or annexation of the property into the city and has been through the required process, you will have a certificate of occupancy that states it is for an ADU or accessory dwelling unit. **If you do not have this certificate of occupancy, or if the certificate says "mother-in-law unit," it is illegal to rent out the unit.** If this is your situation, please contact the Building Department to discuss the building permit procedures to legalize your situation.



APPLICATION PROCESS OVERVIEW

As long as an ADU meets the municipal code requirements and is not located in the Hillside Preservation zones, review and approval of the permits for an ADU is an administrative process. All legal ADUs will have been through this process. Here is a summary of the steps you need to take:



STEP 1. Check your zoning. You need to make sure that ADUs are allowed in your zone district and find out what kinds of setbacks or other design requirements apply. (see page 3 for further instructions). If you have covenants in your subdivision, it may also be wise for you to check if ADUs are restricted. Note, however, that the City does not enforce these private agreements between property owners and a home owner's association.

STEP 2. Submit architectural plans and an ADU permit application.

These plans must meet the ADU design requirements summarized on pages 5-6, as well as your zone district requirements. The types of plans required are listed on page 5. If your property is subject to the Downtown Design Standards, your project will also be reviewed for compliance at this time. A copy of the permit application is attached. There is no charge for review or issuance of this permit.



STEP 3. Submit structural plans, floor plans, and building permit for review.

These plans must comply with the 2003 International Residential Code (2003 IRC) requirements and Title 060 of the Municipal code. Fees are due on this permit, including plan review, building permit, use tax, water improvement, sewer improvement, and parkland. For additional information on these fees review pages 7-8 or contact the Building Department at (970) 384-6411.

**You may submit the ADU permit application and building permit application concurrently if you wish.* The advantage to submitting the ADU permit application first is that if your plans require revisions, you may take care of this prior to having the structural plans drawn up. The advantage to submitting both permits at the same time is that if your ADU permit application complies with all code requirements, the overall review time may be reduced.

STEP 4. Construct the unit in accordance with the permits and approved plans. During construction building inspectors will review the work for compliance with building code requirements. Make sure that any contractors that will work on the unit are licensed with the City before they begin work.



STEP 5. Final inspection and certificate of occupancy (CO).

Once you have completed construction in accordance with your approved permits, apply with the building permit for a certificate of occupancy and pay any outstanding fees on your building permit. Once you obtain this certificate, you may begin renting out the unit.

STEP 1. CHECKING YOUR ZONING



Zone districts. Every property in the City is in a zone district which has specific requirements for the setbacks, height, floor area ratios, allowed uses, etc. You need to check what zone district you are in to make sure that your proposal meets these requirements.

A. Looking up your zone district on a map. You may look up your zone district on the zoning map in the Community Development Department in City Hall (101 W. 8th Street). Alternatively, you may look it up online:

- i. *To get to the map*, from the City’s website (www.cogs.us) click on “maps” on the blue bar on the left side of the website then click on “interactive mapping.”
- ii. *To make the map display the zone districts*, scroll down in the gray bar on the right side of the map and click on the box next to “zoning.” Scroll down further in that gray bar and click on “update map from legend.”
- iii. *To find the zone district that your property is in*, zoom in on your property by drawing a box around its approximate location. There will be colored cross-hatching over the top. Compare this color to the colors next to the list of zone districts in the gray bar to find your particular zone district.

B. Looking up the zone district requirements. You can obtain the requirements of your particular zone district at the Community Development Department. Or, you may look them up online at:

http://www.cogs.us/code/html/070.040.htm#District_regulations. Just scroll down to section pertaining to your particular zone district. If your property is in a PUD, contact the Planning Department for a copy of the PUD text.

Special Districts. In addition to the zone district shown on the zoning map, there are districts overlying certain areas with special requirements of their own:

-Downtown Design Standards. Development in certain historic areas of the downtown is subject to compliance with the Downtown Design Standards in section 070.030.158 of the municipal code to ensure compatibility with the historic development. If you will be building a structure, doing an addition, or doing other exterior modifications to structures in this district, your proposal must meet these design requirements. You may review the interactive map mentioned in the section on zoning to check if your property is subject to these standards. In the gray sidebar next to the interactive map check the box next to “downtown design standards,” then scroll down and click on the button at the bottom of the page that says “update map from legend.” The green line on the map depicts the boundary of the properties subject to these standards. You may zoom in to check if your property is inside that boundary.

-Hillside Preservation Overlay Zone. Properties with an average slope of 20% or more or with an elevation above 6,000 ft. are subject to the standards of the Hillside Preservation Overlay Zone. Many uses in this zone district, including single-family dwellings and ADUs, are subject to special review with a public hearing in front of the Planning and Zoning Commission. Planning staff can often make a rough estimate of the average slope of your property for you. For a more precise measurement, consult a professional engineer or surveyor. To review the hillside preservation standards, visit the following link: http://www.cogs.us/code/html/070.040.htm#District_regulations. For an overview of the special review process, contact planning staff.



-General Improvement District (GID). Properties in the GID, which roughly corresponds to the downtown commercial core of the city, are not required to provide off-street parking. However, if parking is provided, it must meet the Municipal Code requirements. To find out if your property is in the GID, look for the GID map under the heading “maps” on the City’s website.



Interpreting your zone district requirements. For specific questions regarding your zoning requirements, you may want to contact the Planning Department or an experienced land use attorney. However, the following gives a general overview of some information in your zone district text. Note that ADU requirements exceed the zone district requirements in some cases.

-Permitted uses. These are uses that are allowed in your zone district as long as the project meets all municipal code requirements. Contact Planning Staff to determine what types of permits or review processes are required.

-Special review uses. These are uses that may be allowed in your zone district if you successfully demonstrate to the Planning and Zoning Commission that the use will not negatively impact surrounding uses. There are special criteria associated with many of these uses. Contact Planning staff for more detail on the required application process.

-Minimum building lot area. This is the minimum area required for a lot in this zone district. Special exceptions exist for lots in their original configuration that did not meet this requirement since prior to the adoption of the zoning code—contact the Planning Department for further information or see section 070.040.030(q) of the municipal code.

-Maximum building height. This is measured from undisturbed natural grade to the top of the roof. Up to an additional 5 ft. of height is allowed for pitched roofs. In locations with existing development building height will be measured from existing grade prior to grading for or construction of the new structure.

-Yards (setbacks). This is the distance that the closest part any part of a structure must be set back from your property boundaries. There are a number of exceptions to these requirements in section 070.040.030(n). Some of these exceptions are as follows:

-Existing homes. In areas with existing homes the minimum front yard setback for new structures or additions is the lesser of either the median or average of the existing homes on the block.



-Porches. Covered or uncovered porches that are at least 65% open on the front and each side may project 10 ft. in front of the house but no more than 10 ft. from the property line. Windows and screening are not considered open space.

-Roof eaves. May project up to 18 inches into setbacks.

-Uncovered improvements. Uncovered porches, slabs, patios, walks, and steps may project into the required yards as long as the horizontal surface is no greater than (30) inches above ground level.



-Accessory buildings. May be located in a required rear yard provided that not more than 40% of the rear yard is covered. Such building shall observe a 10 ft. setback from the rear lot line when the line abuts an alley or 7 1/2 ft. where there is no alley and a 5 ft. setback from side lot lines. This section applies to sheds, garages, and other buildings without occupancy. ADUs, offices, etc. would not qualify for this setback reduction.

***Downtown Design Standards exception.** In some instances the requirements of the Downtown Design Standards differ from the zone district requirements and the setback exceptions above. If this is your situation, contact the Planning Department for clarification of your requirements.

STEP 2. SUBMIT ARCHITECTURAL PLANS & ADU PERMIT APPLICATION

Code compliance. Your ADU plans must meet your zone district requirements, the ADU design requirements which are summarized below, and the requirements of the HPOZ or Downtown Design Standards if you are subject to either of these special districts. If you will be submitting your ADU permit and building permit plans at the same time, make sure that at this time your plans also meet the requirements of the 2003 International Residential Code and Title 060 of the Municipal Code.

Submittal requirements. Submit the following architectural plans with your ADU permit application:

1. **ADU permit application.** A completed and signed ADU permit application (see attached).
2. **Subdivision plat.** A copy of your subdivision plat, if applicable.
2. **Written description.** A brief written description of the proposed ADU signed by the applicant.
3. **Site plan.** A scaled site plan, minimum size 8 ½ in. by 14 in., scale of 1 inch equals 50 ft. or larger, with the title, date, north arrow, property boundaries, footprints of existing and proposed buildings, setbacks from property lines, parking spaces, utility lines and services, easements, drainage improvements, roads, alleys, curbs, curb cuts and other access improvements, and proposed dedications of rights-of-way, easements or public lands. For an example of a site plan, see attached.
4. **Landscape plan.** A scaled landscaping plan that shows the square footage and types of plantings on the lot. This information may be included on the site plan instead of a separate plan if you wish.
5. **Floor plans.** Scaled floor plans for the ADU and the main house.
6. **Elevations.**
 - (a) Submit photos or elevations of any existing structures on the property.
 - (b) AND, if an addition or new building will be constructed to accommodate the ADU, or if you will be doing any exterior modifications to a building subject to the Downtown Design Standards, submit scaled elevations of the new construction. Make sure you include the maximum building height measurement from existing grade for any new additions or buildings

Lighting ordinance. Be aware that the City has a lighting ordinance that aims to save energy, minimize light pollution, and preserve views of the night sky. Any exterior lighting fixtures that you install on your property need to comply with these requirements. A handout providing examples of acceptable and unacceptable lighting is attached to the back of this packet. To review the specific wording of the requirements, refer to article 070.140 of the municipal code.



ADU DESIGN REQUIREMENTS. Following is a synopsis of the ADU design requirements. For the precise language of these design criteria see GSMC section 070.040.090 (attached).

1. **Location.** The proposed location of the ADU complies with City goals, policies, and plans and will be compatible with existing and permitted uses surrounding or affected by the proposed location. ADUs that are detached from the principal dwelling shall be located in the rear or side yard of the principal dwelling, although the entrance may face the front of the lot.
2. **Building code.** The existing or proposed ADU complies with Title 060 (building code requirements) of the Municipal Code.
3. **Height.** The height of a detached ADU shall not exceed that of the single-family residence on the lot nor the maximum height of buildings in the zone district.

ADU DESIGN REQUIREMENTS. (Continued)

4. Zone district requirements. The ADU complies with the same zone district requirements as the single-family residence, including requirements such as lot coverage, floor area ratio, minimum yards (setbacks), parking, and landscaping requirements.

5. Unit size. The size of the unit must meet the following two criteria:

The ADU is no less than 300 sq. ft. and no more than 850 sq. ft., AND

(b) The ADU does not exceed 49% of the floor area of the principal dwelling, excluding garage space, whichever is less. The percentage used to demonstrate compliance with this requirement is determined by dividing the square footage of the ADU by the square footage of the principal dwelling (ADU in sq. ft./principal dwelling in sq. ft.). If you will be converting part of the principal dwelling to an ADU, use the square footage of the principal dwelling after subtracting out the square footage of the ADU.

The maximum unit size is determined by which of the criteria above is more restrictive in your situation. For example, if the main house/principal dwelling is 1000 sq. ft. of floor area, the maximum floor area of the ADU is 490 sq. ft. because that is 49% of the floor area of the principal dwelling.

6. Compatibility. Colors, materials and design of the ADU shall be substantially the same as the principal dwelling unit.

7. Landscaping. Each lot with an ADU shall retain a minimum of 500 sq. ft. of landscaped area.

8. Parking. One off-street parking space (9 ft. by 19 ft.) is required per bedroom for the ADU. The location of this space should be on the side or the rear yard of the principal dwelling unit, preferably from an alley entrance if available.

The off-street parking space(s) required for the ADU are in addition to those required for the single-family home. You are required to have two off-street parking spaces for the single-family house unless you have not had that many off-street parking spaces since prior to 1981. If this is your situation, please call the Planning Department for further explanation as to how many off-street parking spaces are required for your house and ADU.



Parking spaces on driveways (as long as they meet the size requirements) and in garages count toward meeting the off-street parking requirement, but on-street parking spaces do not.

Note that properties in the General Improvement District (GID) are not required to provide off-street parking. See the GID heading on page 4 for more information. If provided, any parking must meet code requirements.



9. Number of ADUs. Only one ADU is allowed per parcel.

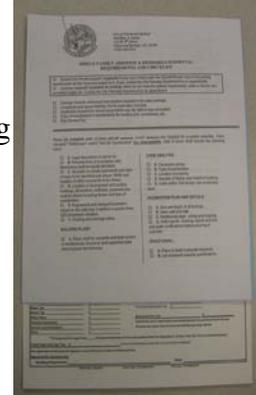
10. Setbacks. The ADU is subject to the same setbacks, floor area, and height requirements as the principal dwelling. (See your zone district requirements for this information)

STEP 3. SUBMIT FOR BUILDING PERMIT



Building code compliance. Your proposed or existing ADU will be required to comply with the current building codes adopted by the City. In January 2010, the applicable code is the 2003 International Residential Code (2003 IRC). For further information on building codes, contact the Building Department at 970-384-6411 or review Title 060 of the Municipal Code at www.cogs.us. Copies of the code are available for purchase in the Community Development Department or online at www.iccsafe.org.

Building permit packet. You may also pick up or request that a building permit packet is mailed to you. This packet will contain detailed information in terms of what is required with your building permit submittal and will contain a copy of the permit application form. Some general information regarding building permits is included below.



Electrical permits. Note that all permits and inspections for electrical work are through the State of Colorado, although electrical contractors must obtain a license, free of charge, from the City.

Contractor licensing. Any contractors working inside city limits must be licensed with the City of Glenwood Springs. The purpose of this is to ensure that the contractors are familiar with current building codes and have the required insurance. Your general contractor must be licensed with the City before you can pick up the approved permit.

Geotechnical reports and soils reports. Many areas of the city are subject to geotechnical and/or soils hazards. Contact the Building Official to determine if a soils or geotechnical report will be required for your property for this project.

Permit fees. Fees may vary based on subdivision improvements agreements, annexation agreements, charges for particular services, and other unique situations, but the fees outlined below apply to most situations. All of these fees are paid along with the building permit, although some are not due until issuance of a certificate of occupancy. For specific questions about these fees, contact the Building Department at (970) 384-6411. The plan review fee will be due when you submit your plans for review. The remainder of the fees are due when you pick up the permit or prior to certificate of occupancy, depending on the fee.

A. Permit fees and use tax. Plan review fees, building permit fees, and use tax will be due on your building permit application. For an estimate of these fees, calculate the total cost of labor and materials and call the Building Department at (970) 384-6411. The building permit and plan review fees will be recalculated based on your total floor area when you submit your building permit. The final use tax cost will be 3.7% of your estimated cost of materials.

B. Utility extensions. Any costs associated with utility service or line extension upgrades will be borne by the developer. You may have the ADU metered independently from the primary dwelling if you wish. The charge for a ¾" water meter is \$75.

C. Water improvement fee. This is called a "tap fee" in many other jurisdictions and is charged to help pay for impacts on and improvements to the water system. Since it uses less water and for the purpose of encouraging affordable housing, the fee for an ADU is 25% of that charged for a single family house. This fee increases 5% per year. In 2010 the water improvement fee for an ADU is \$1364.30.

Sewer improvement fee. This is also called a “tap fee” in many other jurisdictions and is charged to help pay for impacts on and improvements to the sewer system. Note that many properties in West Glenwood are served by the West Glenwood Sanitation District, which sets its own rates. For those properties on the City sewer system, the fee for an ADU is 25% of that charged for a single-family house and increases 5% per year. In 2010 the sewer improvement fee is \$818.58.

E. School land dedication. This fee is not charged for ADUs since they typically do not contain school-aged children.



F. Park land dedication. The park land dedication fee is for acquisition of land and improvements to existing park lands needed to serve more residents. The fee charged for an ADU is slightly less than 40% of what would be charged for a single-family dwelling. This fee is \$1615.97 in 2010 and increases 5% per year.

G. Emergency impact fee. This fee is to help provide for the expansion of emergency services and associated facilities that are needed as the population grows. A flat fee is charged for every residential unit whether it is a single-family home, condominium, townhome, or ADU. In 2010 the fee is \$1348.00 and it increases 5% per year. For questions regarding this fee, contact the Fire Department at (970) 384-6480.

H. Temporary certificate of occupancy (TCO). A TCO may be issued for occupancy of an ADU in certain situations where non-life/safety issues exist that must be taken care of prior to a certificate of occupancy. The fee for a TCO is \$250, \$150 of which may be refunded if the applicant finishes the outstanding issues and obtains a final certificate of occupancy before the TCO expires.

STEPS 4 & 5. CONSTRUCTION AND COMPLETION

Once you have picked up your building permit you may begin construction of your ADU. Read the conditions of your permit carefully for specific requirements regarding your project and instructions regarding inspections. Once you successfully complete your final inspection and obtain a certificate of occupancy you may begin renting the unit.

The following text from the municipal code regarding ADUs was current as of 6/2008. For the most current version, visit the City’s website at www.cogs.us. Once there, click on “municipal code,” then “Title 070,” then “070.040.090.”

070.040.090 Accessory dwelling units.

(a) Intent.

As housing costs continue to escalate and the supply of vacant land continues to diminish, housing is no longer attainable for many households, whether for rent or for purchase. The provision of a diverse array of housing within existing developed areas is necessary to retain the local workforce and to retain social diversity within the community. The intent of this Section is to promote small rental housing units in the form of accessory dwelling units on lots with detached single-family dwellings, thereby providing one option for increasing the stock of attainable rental housing in the community, using available land more efficiently, and minimizing the additional infrastructure that must be provided to support these rental units. At the same time, these units must be sited and designed to minimize impacts to the character of surrounding residential neighborhoods. (Ad 3-08 §2)

Additional purposes of this Section are as follows:

- (1) To carry out the goals, policies and plans of the City, as adopted by the Planning and Zoning Commission and the City Council;
- (2) To provide cost-effective means of serving growth and development through the use of existing infrastructure;
- (3) To increase the supply of attainable housing without government subsidies;
- (4) To integrate attainable housing more uniformly in the community; and
- (5) To improve the safety of existing nonconforming units to protect the general health, safety and welfare of the City and its citizenry. (Ad 40-98 §1)

(b) Applicability.

- (1) Except as otherwise specifically provided, the provisions and requirements of this Section shall become effective on January 1, 1999, and shall be applicable to all existing and future developments, subdivisions or uses of land commenced within the City limits after said date.
- (2) Any development, subdivision or use of land that is regulated by covenants, conditions or restriction is required to comply with this Section and to be evidenced in the enforcement instrument of the development, subdivision or use of land.
- (3) The provisions of this Section are limited to those parcels containing one (1) detached single-family dwelling and vacant parcels where one (1) detached single-family dwelling is proposed in conjunction with one (1) accessory dwelling unit. (Ad 3-08 §2)

(A 3-08 §2)

(c) Definitions. As used in this Section, the following terms shall have these meanings ascribed to them:

Accessory dwelling unit means a separate, complete, dwelling unit containing separate facilities for sleeping, cooking, and sanitation that is contained within or attached to a detached single-family dwelling, or detached from it on the same property. (Ad 40-98 §1; A 3-08 §2)

Attached accessory dwelling unit means a type of accessory dwelling unit in which common exterior structural properties of the existing dwelling, such as roof- and load-bearing walls, are integrated into the design and/or extended, without separation, as an addition to the existing dwelling. (A 3-08 §2)

Building area means the combined square footage of all floors of a dwelling unit but excluding garage space and detached non-habitable accessory structures such as storage sheds. (Ad 3-08 §2)

Detached accessory dwelling unit means a type of accessory dwelling unit that is structurally independent and separated from the principal dwelling. (Ad 3-08 §2)

Detached single-family dwelling means one (1) dwelling unit in one (1) building accommodating only one (1) family which is not attached to any other dwelling or building by any means, and which has open areas on all sides of the building; however, an accessory dwelling unit may be included within the same building or on the same property. (Ad 3-08 §2)

Principal building means the building containing the principal dwelling. (Ad 3-08 §2)

Principal dwelling means the larger of the two (2) dwelling units on the property as measured in the building area. (Ad 3-08 §2)

(d) Accessory dwelling unit permits may only be approved upon finding that the following criteria are met:

(1) The proposed location of the accessory dwelling unit is in conformance with City goals and policies and the Comprehensive Plan for the area in question, and will be compatible with the existing and permitted uses surrounding or affected by the proposed location; and

(2) The existing or proposed accessory dwelling unit shall comply with Title 060 of this Code as it is in effect at the time of application. (Ad 40-98 §1)

(3) Number. Only one (1) accessory dwelling unit shall be permitted per parcel. (Ad 3-08 §2)

(4) Required existing or concurrent development. An accessory dwelling unit shall only be permitted where one (1) detached single-family dwelling exists on the parcel or will be constructed concurrently with the accessory dwelling unit. In the event that an accessory dwelling unit is constructed on a vacant lot in advance of the principal dwelling, the accessory dwelling unit shall be considered a single-family dwelling until completion of the construction of the principal dwelling and shall comply with all standards applicable to a single-family dwelling, including, but not limited to, setbacks, height, parking requirements, system improvement fees and other dedications. (Ad 3-08 §2)

(e) Design. All accessory dwelling units shall be subject to the following performance standards, and plans submitted for City review shall address each of these performance standards in addition to requirements specified elsewhere in this Section:

(1) Height. The height of a detached accessory dwelling unit shall not exceed that of the principal building on the lot as measured from existing grade, but in no case shall exceed the maximum height of buildings in the zone district. (A 3-08 §2)

(2) Zone district requirements. The accessory dwelling unit shall be subject to and shall comply with the same zone district requirements as the principal dwelling, including, but not limited to, minimum yards, floor area ratio, lot coverage, and building height. (Ad 3-08 §2)

(3) Unit size.

(a) The building area of an accessory dwelling unit shall be no less than three hundred (300) square feet and no more than eight hundred fifty (850) square feet; AND (Ad 3-08 §2)

(b) The building area of an accessory dwelling unit shall not exceed forty-nine percent (49%) of the building area of the principal dwelling. The percentage used to demonstrate compliance with this requirement shall be determined by dividing the proposed building area of the accessory dwelling unit measured in square feet by the proposed building area of the principal dwelling measured in square feet. Where a portion of the principal dwelling is to be converted to an accessory dwelling unit, the size of the principal dwelling used in the calculation shall be its square footage after subtracting the building area of the accessory dwelling unit. (Ad 3-08 §2)

(4) Compatibility. Colors, materials and design of the accessory dwelling unit shall be substantially the same as the principal dwelling. If applicable, construction of accessory dwelling units shall be required to comply with the Downtown Design Standards in Section 070.030.158, or the requirements of the Hillside Preservation Overlay Zone or the Hillside Preservation District in Subsection 070.040.030(a). (A 3-08 §2)

(5) Landscaping. Each lot with an accessory dwelling unit shall retain a minimum of five hundred (500) square feet of landscaped area. Landscaped area shall consist of a combination of any of the following: turf, trees, shrubs and ground cover.

(6) Parking. One (1) off-street parking space shall be provided per bedroom in the accessory dwelling unit in addition to the spaces required for the principal dwelling. The location of off-street parking required for an accessory dwelling unit should be on the side or rear yard of the principal dwelling unit, preferably from an alley entrance, if available. (A 3-08 §2)

(7) Location. A detached accessory dwelling unit shall be located in the rear yard or side yard of the principal building. The entrance of the detached accessory dwelling unit may face the front of the lot. (Ad 3-08 §2)

(8) Utilities and dedications. Any costs associated with any utility service or line extension upgrade shall be borne by the developer. An accessory dwelling unit may be metered independently from the primary residence. If an unmetered property requests a meter for an accessory dwelling unit, the entire property shall become metered. An EQR rate of twenty-five one hundredths (.25) shall apply for an accessory dwelling unit. Refer to Section 070.030.150 for additional fees assessed on accessory dwelling units. (A 37-99 §1; A 3-08 §2)

(f) Application requirements. All accessory dwelling units shall require a permit. This permit shall only be issued after the proposed unit has been approved in accordance with this Section and is a prerequisite for a building permit. The accessory dwelling unit permit shall specify any terms or conditions of the permit. The permit shall be incorporated into the building permit, and all such conditions and terms shall apply to the respective building permit. All applications for an accessory dwelling unit shall be required to include the following information in the format specified below: (A 3-08 §2)

(1) A copy of the duly approved and recorded subdivision plat describing the subject lot where the accessory dwelling unit is to be located;

(2) A brief written description of the proposed accessory dwelling unit signed by the applicant;

(3) An accessory dwelling unit plan map, at a scale of at least one (1) inch to fifty (50) feet or larger, with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by fourteen (14) inches, which depicts the area within the boundaries of the subject lot, including building structures and setbacks from lot lines or building envelopes where exact dimensions are not available; parking spaces; utility distribution/collection systems and utility easements; drainage improvements and drainage easements; roads, alleys, curbs, curb cuts and other access improvements; any proposed reservations of public rights-of-way, easements or other public lands; and a landscaping plan and diagram;

(4) A scaled floor plan of the principal dwelling unit and accessory dwelling unit labeled with the total square footages of the unit(s); and (Ad 3-08 §2)

(5) Photographs or elevations of the existing principal building. (Ad 3-08 §2)

(6) If a detached accessory dwelling unit is proposed, scaled elevations of all sides of the structure are required, including the measurement of the building height from existing grade. (Ad 3-08 §2)

(7) If an attached accessory dwelling unit is proposed that will result in an addition to the principal building, scaled elevations of the structure illustrating the proposed modifications are required. (Ad 3-08 §2)

(g) Independent ownership. An accessory dwelling unit shall not be sold independently of the principal dwelling on the parcel. (Ad 3-08 §2)

(h) Incentives for affordable housing. Accessory dwelling units proposed to be rented at affordable rents as established in Section 070.010.061 may be eligible to apply for the fee exemptions listed in that Section. (Ad 3-08 §2)

(i) Enforcement. After the effective date of this Section, no development, subdivision or other land use shall be made without compliance with the provisions of this Section. Any person who violates any provision of this Section shall be deemed guilty of a misdemeanor and, upon conviction of the same, shall be punished in accordance with the provisions of Section 010.020.080 of this Code. Nothing in this Subsection shall prevent the City from any other remedies it may have in equity or in law. Upon the commencement of any enforcement action hereunder, any tenant potentially affected thereby shall receive notice from the City of such impending action.

(j) Appeals. Appeals of administrative decisions may be made in accordance with Section 070.010.050. (Ad 3-08 §2)

(A 37-99 §1; Ad 40-98 §1; A 3-08 §2)



Accessory Dwelling Unit (ADU) Permit Application

City of Glenwood Springs
101 W. 8th Street, Glenwood Springs, CO 81601
970-384-6400

Applicant/Property Owner: _____ Date: _____

Mailing address: _____ Phone: _____

Fax: _____ Email: _____

Property location (address or lot and subdivision): _____

Lot or parcel size: _____ Size of principal residence (excluding garages): _____ sq. ft.

Year existing structure(s) were built: _____

Size of accessory dwelling unit (excluding garages): _____ sq. ft.

Setbacks for accessory dwelling unit: Front _____ ft., Side _____ ft./_____ ft., Rear _____ ft.

Number of parking spaces on the property: _____ Landscaped area on the site: _____ sq. ft.

If the ADU is proposed in an existing structure, specify the finished ceiling height: _____ ft.

Type of accessory dwelling unit (check one)

_____ Attached – attached to the principal residence or in the same structure

_____ Detached – located in a building separate from the principal residence

Would you like us to assign an address to your ADU? _____ (For example, if an ADU were added to a home at 101 Bennett Avenue, we might assign an address of 101 ½ Bennett to the ADU.)

Detached ADUs – Provide the following additional information if you are proposing a detached ADU

Height of accessory dwelling unit: _____ ft.

Height of the principal residence: _____ ft.

Attached ADUs – Provide the following additional information if you are proposing an attached ADU

Heat source for the accessory dwelling unit: _____

Is this heat source shared with the principal dwelling unit? _____

Additional submittal requirements – Enclose the following with your application:

1. Subdivision plat, improvement location certificate (ILC), or survey
2. A brief written description of the ADU signed by the applicant
3. A scaled ADU map prepared according to section 070.040.090(f)(3) of the municipal code
4. Scaled floor plans for the principal dwelling unit and ADU with the square footages of the units labeled
5. Photographs or elevations of all four sides of the exterior of the existing residence
6. If a detached ADU is proposed, include scaled elevations of all four sides of the proposed structure including the measurement of building height from existing grade.
7. If an attached ADU is proposed that will result in an addition to the principal building or if exterior modifications are proposed to an existing building on a property subject to the Downtown Design Standards, include scaled elevations of the structure illustrating the proposed modifications.

Staff Use

_____ Approved

_____ Approved with conditions (see attached)

_____ Not approved due to:

Staff's signature

Date



BRIGHT IDEAS FOR LIGHTING YOUR PROPERTY

Why does the City have an interest in exterior lighting on my home?

In December 2001, the Glenwood Springs City Council adopted exterior lighting regulations as a means to reduce overall light levels in the City.

As residents, we all enjoy Glenwood Springs' beautiful mountain setting and our ability to see the stars at night.

Good outdoor lighting does many things. It provides security, allows us opportunities to enjoy the rural aspects of our property, increases safety, and enhances the City's nighttime character. Inappropriate and poorly designed lighting causes glare, unsafe conditions and may even compromise security. Excessive light also wastes energy.



Should I consider changing the lighting on my home?



The lighting regulations **require** certain types of lighting for **new** commercial and residential construction.

The regulations also require **existing** residential properties to comply with the new standards **if** the City staff determines there is light trespass or glare beyond a property's boundaries.

For this reason, the City **encourages** all residential property owners to do an assessment of lighting on their homes.

What kinds of things should I consider when evaluating the lighting on my home?

The standards suggest the use of fully shielded light sources that are down directed. Frosted bulbs and lenses also help to reduce glare and light trespass onto adjoining properties. Examples of these types of fixtures are included in this handout.



To begin an assessment of your lighting, observe your property from several places after dark with the exterior lights turned on.

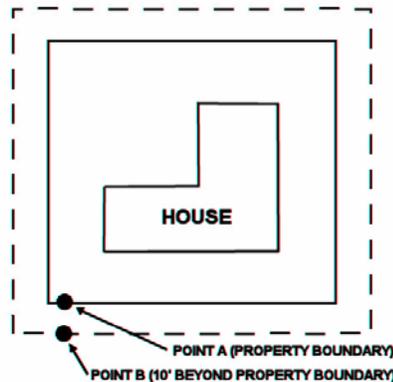
Consider the following as you look at your property:

- **Are any of your lights left on all night? Do they truly need to be? Would an automatic timer or motion sensor activated light achieve the same purpose?**
- **Are your lights fully shielded so that no light escapes from the sides of the fixture?**
- **Can light fixtures with exposed bulbs be replaced with a shielded fixture, or a lower wattage or frosted bulb to reduce the amount of light, glare or light trespass?**
- **Are there any lights that are only needed when a pet or person is entering or exiting the home? If so, perhaps a motion sensor light would be more appropriate.**
- **Can certain lights be relocated farther away from your property boundary to reduce the possibility of light trespass onto your neighbor's property?**
- **Are there any lights that glare into roadways or driveways making it difficult for motorists to see?**

After your evaluation, consider what modifications can be used to correct problems. There are many inexpensive and relatively simple ways to modify fixtures. City staff can assist you with ideas to improve your lighting.

What is light trespass?

Light trespass is light from one property that goes beyond the boundaries of the property. In residential areas, light trespass can often occur from decks, patios or other exterior lights on a property.



There are maximum light trespass levels allowed in residential areas. Light measurements are taken at two points: At the property line (Point A) and 10 ft. onto the adjacent property (Point B). City staff will take measurements of light trespass using a light meter if there is an indication light trespass is a problem.



Are there any lights that are prohibited?

Lights that are prohibited in residential zones include:

- ▶ Any lights which flicker or pulsate;
- ▶ Mercury vapor and low pressure sodium lights;
- ▶ Bare bulb spotlights;
- ▶ Unshielded lights, lamps or floodlights that produce glare or light trespass;

- ▶ Building facade (architectural) lighting, except for buildings having exceptional symbolic or historic significance in the community or which are on the National Registry of Historic Buildings.



What about holiday lighting?

Holiday lighting is permitted as long as it does not exceed 60 days of continuous use and does not create a glare to motorists.

Besides the regulations above, what else can I do?

Be a good neighbor!

Be sensitive to how others view your property. Extinguish exterior lights when not in use. Consider using timers or motion detectors on



outdoor lights. Replace fixtures that are too bright with lower wattage bulbs.

Use frosted glass on fixtures whenever possible.



Where can I go for more information?

For more information about regulations or light fixtures, contact the Community Development Department at City Hall by calling (970) 384-6400.

The light fixtures listed below are representative of acceptable and unacceptable light fixtures. If you have specific questions about certain light fixtures, please contact the Community Development staff.

WALL AND ENTRY LIGHTING

INAPPROPRIATE - *These fixtures are not shielded, use clear glass or allow light to emit above the horizontal.*



APPROPRIATE - *These fixtures are shielded, use opaque glass, direct light down, or are recessed.*



EXTERIOR LIGHTING INCLUDING SECURITY, LANDSCAPE, DECK AND PATIO LIGHTING

INAPPROPRIATE - *These fixtures are not shielded, use clear glass, and allow light to emit above the horizontal.*



APPROPRIATE - *These fixtures are shielded, use opaque glass, direct light down, or are recessed.*

