



# ACCESSORY DWELLING UNIT APPLICATION

**STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project # \_\_\_\_\_

## REQUIRED SUBMITTALS

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

- Completed application form
- Sign Affidavit of intent to lawfully occupy Accessory Dwelling Unit
- Notice to Title (recorded copy required)
- Building Permit

## APPLICATION INFORMATION

PROPERTY OWNER(S):		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
APPLICANT OR CONSULTANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

### FILING CAPACITY

- Recorded property owner as of \_\_\_\_\_
- Purchasing (under contract) as of \_\_\_\_\_

### SITE INFORMATION:

PROPERTY ADDRESS OF PROPERTY:
LEGAL DESCRIPTION OF PROPERTY:

**JUSTIFICATION: Fill out and submit this form with Building Permit**

1. Square footage of the accessory dwelling unit = \_\_\_\_\_
2. Total square footage of the primary dwelling unit, excluding the garage area, as it exists or as it is permitted to be modified = \_\_\_\_\_
3. Percent of ADU square footage to primary dwelling unit = \_\_\_\_\_%

The following scaled site and/or building plans are required to be submitted illustrating how the Accessory Dwelling Unit meets the code requirements.

## 1. Site Plan:

- a. Location and Setbacks – The distance of the Accessory Dwelling Unit from adjacent property lines and the principal dwelling unit;
- b. Parking Spaces – The location, material (e.g., concrete, asphalt, pavers) and dimensions.  
(Required parking space size = 9' x 20')
  - One space for ADU
  - Two spaces for primary dwelling unit

## 2. Elevation Plans:

- a. If ADU is attached to the principle dwelling unit, then it shall be consistent with the existing roof pitch, siding, and windows of the principal dwelling unit.
- b. If ADU is attached, then it must have only one entrance on each front or street side of the residence. (Please show entrance location)
- c. Proposed ADU must meet the 2<sup>nd</sup> Story Stepback requirement.

## 3. Lot Coverage Plan:

- a. Location of all pervious surfaces
- b. Overall square feet of Lot = \_\_\_\_\_
- c. Square feet of all pervious surfaces = \_\_\_\_\_
- d. Total percent of pervious surface on Lot = \_\_\_\_\_%
- e. Description of pervious surfaces = \_\_\_\_\_

Please see full ADU Code requirements at the link provided below.

**17.06.660: ACCESSORY DWELLING UNITS; BASIC DEVELOPMENT STANDARDS**

[http://sterlingcodifiers.com/codebook/index.php?book\\_id=603&chapter\\_id=40797#s369880](http://sterlingcodifiers.com/codebook/index.php?book_id=603&chapter_id=40797#s369880)

Submit this form with Building Permit

BEFORE THE PLANNING DIRECTOR OF THE CITY OF COEUR D' ALENE, IDAHO

In Re: Application for an Accessory Dwelling Unit Permit for Property Legally Described as:

BUILDING PERMIT NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AFFIDAVIT OF INTENT TO LAWFULLY OCCUPY AN ACCESSORY DWELLING UNIT

STATE OF IDAHO )  
 ) :ss  
County of Kootenai )

I, \_\_\_\_\_ and \_\_\_\_\_, being first duly sworn on oath do depose and say: I am the trustee(s) of record of the real property described above; and

If an Accessory Dwelling Unit is granted for this real property that a majority owner will occupy either the principal or accessory dwelling unit if either the principle dwelling unit or the accessory dwelling unit is used for a short-term rental.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Affiant

STATE OF IDAHO )  
 ) :ss  
County of Kootenai )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary for the State of Idaho, personally appeared \_\_\_\_\_ and \_\_\_\_\_ known, or identified to me to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for the State of Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_



**AGREEMENT AND NOTICE TO TITLE**

THIS AGREEMENT, entered into this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, hereinafter referred to as "Trustee(s)," and the City of Coeur d' Alene, Kootenai County, Idaho, hereinafter referred to as "City," is for the purposed of ensuring the code compliance of the following real property and for the protection of future owner(s) and/or occupants.

WITNESSETH:

WHEREAS, THE Trustee(S) are the trustee(s) of record of the following legally described real property:

**Legal Description:** \_\_\_\_\_

WHEREAS, the address of the subject property is:

**Address:** \_\_\_\_\_

WHEREAS, the trustee(s) desire to construct and maintain an Accessory Dwelling Unit on the subject property and the City desires to ensure that the Accessory Dwelling Unit is built and maintained in accordance with the requirements of the City Code; NOW, THEREFORE,

The Parties mutually agree as follows:

- 1. The Trustee(s) hereby agrees that a majority owner will occupy either the principal or accessory dwelling unit if either the principle dwelling unit or the accessory dwelling unit is used for a short term rental.
- 2. The Trustee(s) further agrees to inform any prospective purchasers of the subject property of the existence of this agreement and of the requirements for maintained in a manner contrary to the City's regulations for Accessory Dwelling Units.
- 3. This Agreement shall be recorded and shall constitute a covenant running with the land which shall be binding on the owners, and their heirs, successors, and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

STATE OF IDAHO            )  
  ):ss  
County of Kootenai        )

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Notary Public for the State of Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_