

Accessory Dwelling Unit (ADU) Approval Checklist

Accessory Dwelling Units (ADU) are defined as an “attached residential living unit that provides complete independent living facilities for one or more persons separate from a main unit on the same parcel.”

ADU standards and requirements are located in Section 21.302.03 of the city code.

Site requirements

- Lot size greater than 11,000 square feet.
- Located in the R-1 or RS-1 Zoning District.
- Site served by municipal sewer and water service. Separate metering for ADUs not permitted.
- Site meets minimum parking standards for a single-family home (four off-street spaces, two of which are within a garage or area that could be occupied by a garage).
- ADUs may not be subdivided and may not be otherwise separated in ownership from the associated single-family dwelling unit.

Size and location requirements

- The ADU must use a separate entrance than the primary dwelling unit. Otherwise the space is considered part of the single-family dwelling and ADU approval is not required.
- The ADU must be fully separated from the single-family dwelling unit by means of a wall or a floor, with or without a door. Otherwise the space is considered part of the single-family dwelling and ADU approval is not required.
- The ADU must meet the definitional requirements for a Dwelling Unit (cooking, living, sanitary and sleeping facilities) as defined in Section 19.03 of the City Code.

- Minimum size of 300 square feet; maximum size of 960 square feet and/or must not exceed 33% of the four season living area of the associated single family dwelling unit (exclusive of the Accessory Dwelling Unit). The associated single family dwelling unit must continue to meet the minimum floor area requirements.
- No more than two bedrooms permitted in the ADU.
- Occupancy is limited to two persons in the ADU.
- ADUs must be attached to the single-family dwelling four season living space or located within single-family dwelling units (separate entry required). ADUs are not permitted in conjunction with two-family dwellings, townhomes/rowhomes, or multiple-family dwellings. ADUs are not permitted in, or attached to, detached structures, including, but not limited to, detached garages or accessory buildings.
- ADUs and the associated single-family dwellings must clearly be designed and constructed to maintain the outward appearance of one single-family dwelling; the appearance of a two-family dwelling must be avoided.

Building and zoning code requirements

- The ADU and the associated single-family dwelling must meet current Minnesota State Building Code provisions, including but not limited to fire resistance and sound insulation standards between units.
- The ADU and the associated single-family dwelling unit must conform to all City Code requirements for single-family dwellings, including but not limited to setback, height, impervious surface, motor vehicle, recreational vehicle, pet,

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and accessory building structure standards.

Site plan requirements – new construction

Applications for an ADU created via a building addition must be accompanied by:

- An existing conditions survey showing property lines, existing and proposed structures, existing and proposed impervious surface areas (call out overall % impervious), setbacks, and required off-street parking;
- A letter or narrative describing the proposed ADU;
- Elevation drawings depicting both the existing and proposed structure from all four directions;
- A floor plan of both the single-family dwelling and the associated ADU indicating points of entrance and floor areas; and
- Application fee (\$120) – see Section 19.14

Site plan requirements – conversion

Applications for an ADU created entirely within the existing floor area of a single-family dwelling must be accompanied by:

- A letter or narrative describing the proposed ADU;
- Elevation drawings only for those sides of the house being altered;
- A floor plan of both the single-family dwelling and the associated ADU indicating points of entrance and floor areas; and
- Application fee (\$120) – see Section 19.14

License requirements

- Rental of either the ADU or the associated single-family dwelling requires a rental license pursuant to Chapter 14 (Licenses and Permits) of the City Code. Contact the Licensing Division (952-563-8728) for more information.
- Only one rental license is permitted per residential site. Either the ADU or the associated single-family dwelling may receive a rental license, but not both.
- The annual fee for an ADU rental license is \$82 – see Section 14.03 of the City Code.

Home occupations

- Home occupations are permitted in ADUs, subject to existing performance standards (see Section 19.63.09 of the City Code), provided the combined impacts of home occupations in the ADU and associated single-family dwelling do not exceed the performance standards for one single-family dwelling.
- Home businesses are not allowed within ADUs.

Approval

- All ADU applications must be approved by the Planning Manager.