

Administrative Additional Dwelling Unit Instructions

Instructions

1. Please read Section 82-37(b) for Administrative Review of Additional Dwelling Units in order to understand the code requirements for an Administrative Additional Dwelling Unit. The code sections listed above may be found at:
http://lpcds.org/planning/land_use_application_and_review/
2. Fill out the attached application form and create or compile the required submittal items. Site plans and Access Plans can be made from the La Plata County GIS website, found at:
<http://lpcgis.laplata.co.us/laplatajs/>
3. Call the Planning Department to schedule a meeting with a planner to submit your application form and submittal items. The main Planning Department phone number is 970-382-6263.
4. Once the planner has reviewed the application form and determined that the proposed additional dwelling unit complies with the criteria of the code, the planner will create an Agency Checklist and an Agency Comment Packet for your application.
5. The Applicant will then need to drop off the Agency Comment Packet with the Agencies identified in the Agency Checklist to obtain the necessary signatures. The original Agency Comment Packet must be submitted to the Planning Department after agency review with all signatures.
6. The Applicant is responsible for obtaining all Agency Comments from the required agencies (as specified by the Planner) within **90 days** of the Application Submittal Date. If the Applicant does not supply all required Agency Comments within 90 days, the Application will be automatically denied.
7. Upon submittal of comments from all Agencies, Planning will review those comments and determine if the application is in compliance with the code and the Planner may issue the permit approval.

Submittal Items

1. Submit a plot plan, on 8 ½" x 11" paper, with this application form, clearly showing the following items:
 - a. Parcel Boundary
 - b. Existing dwelling unit
 - c. Proposed 2nd dwelling unit
 - d. Existing accessory structures
 - e. Setbacks from the proposed 2nd dwelling unit and the parcel boundary
 - f. Existing and/or proposed driveway
 - g. Water well location/central water main location
 - h. Septic system location/central sewer main location
 - i. Electrical meter location
2. Submit a floor plan with this application form, clearly showing the layout of the proposed 2nd dwelling unit.
3. Driveway permit from La Plata County Public Works Department (if copy available at time of submittal, please attach to this application).
4. Signed and notarized Designations of Agent authorization and Signature authority (if applicable).
5. Proof of agricultural assessment from the Assessor's Office (if applicable).

Administrative Additional Dwelling Unit Permit Application Form



**Planning Department
211 Rock Point Drive
Durango, CO 81301
<http://co.laplata.co.us>**

County Use Only – Date Received

-VERIFY FEES PRIOR TO SUBMITTING
-PLEASE REFER TO CODE SECTION 82-37(b)

12 digit Parcel #: _____

Site Address: _____

Designated Agent? Yes No (if Yes, please provide proof of designation)

Agent / Contact Person: _____

Address: _____ Phone: _____

Email Address: _____

Property Owner: _____

Mailing Address: _____ Phone: _____

Email Address: _____

APPLICANT'S/AGENT'S CERTIFICATION OF COMPLIANCE:

I, _____, applicant/designated agent hereby certify that the information contained within and related to this application is true and accurate to the best of my knowledge

Signature: _____ Date: _____

County Use Only Beneath This Line

Permit Application #: _____

Project Name: _____

Permit Type: Additional Dwelling Unit on Residential Property
 2nd and/or 3rd Dwelling Unit on Agriculture Property

Section I: Property/Project Information

1. Square footage of livable floor area in primary dwelling unit: _____
2. Square footage of livable floor area in proposed additional dwelling unit: _____
3. Property size (in acres): _____
4. Assessment (i.e. Agricultural, Residential, etc.): _____

*(If Property is assessed agricultural you may move directly to Section III of this application)

Section II: Access & Utility Information

1. Will the proposed 2nd dwelling unit and primary dwelling share the same:
 - a. Electrical meter? Yes No
 - b. Access? Yes No
 - c. Wastewater treatment system? Yes No
 - i. What is the sewer system type? _____
 - ii. If central sewer is proposed, written documentation from the sewer provider stating that the central sewer system can adequately handle the potential increase in capacity.
 - d. Water Source? Yes No
 - i. What is the water source type? _____
 - ii. If central water is proposed, written documentation from the water provider stating that the central water system can adequately handle the potential increase in capacity.
2. Does the driveway to the primary dwelling unit take access off of a County Road? Yes No
 - a. If Yes, you will be required to submit a County Road Driveway Permit from La Plata County Public Works Department prior to the approval of the 2nd Dwelling Unit, demonstrating approval of access for two dwelling units.
3. Does the driveway to the primary dwelling unit take access off of a State Highway? Yes No
 - a. If Yes, you will be required to submit a Highway Access Permit from Colorado Department of Transportation prior to the approval of the 2nd Dwelling Unit, demonstrating approval of access for two dwelling units.

Section III: General Description

Please provide a general description of the use and purpose of the proposed additional dwelling unit.