



**PLANNING, ZONING AND ADJUSTMENT
BOARD CONDITIONAL USE PERMIT
APPLICATION FOR ACCESSORY DWELLING
UNIT (ADU)
IN AN R-1 OR RURAL RESIDENTIAL ZONE**

STAFF USE File #: SUP2023-_____ P&Z Invoice: _____
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Property Owner's Name: _____ Phone/Cell: _____

Property Owner's Mailing Address: _____ Cody, WY 82414

Project Address: _____ Cody, WY E-mail _____

Signature of Property Owner: _____
Signature *Date*

NOTE: Applicants are encouraged to arrange a pre-submittal meeting to review the following requirements and coordinate the process schedule.

ACCESSORY DWELLING UNIT (ADU) DEVELOPMENT STANDARDS:
(Requirements found in [Section 10-8-2A](#) of the Cody City Code)

- Size of property: _____square feet. (7,000 s.f. minimum)
- The number of dwelling units currently on the property: _____(Maximum 1 existing)

The ADU will be constructed:

- Within an existing single-family dwelling.
- As an addition to an existing single-family dwelling.
- Within a proposed single-family dwelling.
- As a new accessory building.
- Above or within a residential garage or accessory building.

If a new building, the height of the building containing the ADU will be: _____feet, as measured from finished grade to midpoint of a hip or gable roof.

- Proposed setbacks from property lines: Front: _____Rear: _____Left side (facing house): _____Right side: _____ (Note: If located in a new building taller than 15' (measured to midpoint of roof), then the building must meet setbacks applicable to the main residence. If height is 15' or less, then accessory building setbacks apply. See [Table 10-6-2](#) for minimum setback requirements.)
- If the ADU will be located in a proposed accessory building, the building will not exceed 20% of the lot area.
- The size of the living area (floor area inside perimeter walls) of the ADU is _____square feet. (Maximum 800 sq. ft., or 75% of the primary dwelling, whichever is less, unless an exception is granted. The footprint of a proposed accessory building containing an ADU is limited to twenty percent of the lot.)
- The ADU will be of either conventional site-built or modular construction and meet requirements of the adopted residential building code (IRC).

If the ADU will be in a new building:

- The ADU will have architectural features that closely resemble those of the primary dwelling and/or are commonly found on architecturally significant houses in the immediate neighborhood; OR,
- The ADU will be located behind the primary dwelling on an interior lot.
- Number of bedrooms: _____(Maximum of 2).

- One off-street parking space will be provided for the ADU, and any required parking spaces displaced by the project will be replaced.
- The property owner will occupy the: Primary dwelling Accessory Dwelling.
- Distance from the ADU to the nearest fire hydrant (measure as the fire hose would lay): ____feet. (600' max.)

The domestic water for the ADU will be provided by:

- Sharing the water line with the primary dwelling. (No tap fee or additional monthly water base fee. One-time hookup charge only.)
- Utilizing a new water tap to the City water main. (New water tap fee, hookup fee, and a monthly water base fee. Separate water bill.)

The sewer line for the ADU will be provided by:

- Sharing the sewer line of the primary dwelling (Plant investment fee only, unless in an area with a sewer impact fee or lift station fee).
- Utilizing a new sewer connection to the City sewer main. (Plant investment fee, inspection fee and monthly sewer bill. May have additional fee if in an area with a sewer impact fee or lift station fee.)

Electrical service for the ADU will be provided by:

- Coming off the electrical panel of the primary dwelling and installing a subpanel for the ADU (No additional monthly electric base fee.)
- Installing a new individual service and meter to the ADU. (Additional monthly electric base fee. Separate electric bill.)

SUBMITTAL REQUIREMENTS:

At the time of application, submit the \$350.00 application fee and provide one paper copy and one electronic PDF copy of the following materials:

- FLOOR PLAN: Provide a Floor Plan of the ADU, drawn and printed at a standard scale (e.g. 1/4"=1'). Label all rooms.
- ELEVATION DRAWINGS: If the ADU will be in a proposed building, provide elevation (side) views of the building, and indicate all exterior finish materials.
- SITE PLAN, for new building: If the ADU will be in a new building or an addition, provide a site plan map showing the layout and dimensions of all existing and proposed improvements on the property. Include all property lines, buildings, parking areas, driveways, landscape areas, fences, hedges, utilities, and easements. The site plan must be drawn and printed at a standard scale (e.g. 1"=10').
- SITE PLAN, for ADU in Existing Building: Provide a site plan of the property indicating all features related to the ADU. Include the building location within the property, access/sidewalk, parking, etc. The site plan must be drawn and printed at a standard scale.
- PUBLIC HEARING NOTICES: Work with the Community Development Staff to complete the attached notice templates.

After submittal of the application, you must perform the following actions by the deadlines noted:

- SEND LETTERS TO NEIGHBORING PROPERTY OWNERS: Send the notice letter to owners of all property within 140 feet of the subject lot. (Staff will provide the mailing list and can assist in drafting the notice.) The letter should be sent along with appropriate descriptive materials, such as the site plan, floor plan and building elevations, approximately 14 days before the hearing (10 days minimum) by USPS first class mail. An "Affidavit of Mailing" must be completed by the person that mails the neighbor notice. The form is attached.
- LEGAL NOTICE: Submit legal notice of the public hearing to the local newspaper (Cody Enterprise), so that it is published at least 10 days prior to the public hearing. That usually means no later than 10 a.m. on the Monday 15 days before the meeting, but may be earlier due to holidays. Refer to the attached template. Staff can assist in drafting the notice. The publication fee (approx. \$80) is the applicant's responsibility.



**NOTICE OF PUBLIC HEARING
AND OPPORTUNITY TO COMMENT**

Notice to Owners of Neighboring Properties: Please return this letter by _____, 2023 to:

Date: _____, 2023

Cody Planning & Zoning
P.O. Box 2200
Cody, WY 82414

RE: **ACCESSORY DWELLING UNIT REQUEST**

THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST. YOUR COMMENTS WOULD BE APPRECIATED.

The City of Cody Planning and Zoning Board will hold a public hearing Tuesday, (Month, Day), 2023, at 12:00 p.m. (noon) or as soon thereafter as practical, in the City Council Chambers located in City Hall at 1338 Rumsey Avenue, to consider a request from _____, to construct/utilize an Accessory Dwelling Unit on their property at _____, Cody, WY. The Accessory Dwelling Unit will be located in _____. Information regarding the Accessory Dwelling Unit review process and the current proposal is available by contacting the Community Development Department in City Hall, or calling (307) 527-3472. Everyone is welcome to comment on the proposal. If hearing assistance is needed, please call 527-7511, 24 hours in advance.

Response Letter from Owner of Neighboring Property:

(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal by _____ to construct/utilize an Accessory Dwelling Unit on his/her property.

I have NO OBJECTION to the requested Accessory Dwelling Unit.

Name: _____

Address: _____

Comments: _____

I OBJECT to the requested Accessory Dwelling Unit:

Name: _____

Address: _____

Specific Reason(s) for Objection: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____

LEGAL NOTICE TEMPLATE

Publish Date: _____, 2023.

NOTICE OF PUBLIC HEARING

The City of Cody Planning and Zoning Board will hold a public hearing on Tuesday, _____, 2023 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the Cody City Council Chambers to consider a request from _____ to construct/utilize an Accessory Dwelling Unit at _____, in the R-1 residential zone. Information regarding the project is available at the Community Development Department in City Hall or by calling (307) 527-3472. Written comments may be directed to the Community Development Dept., P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.

FILE NO: SUP2023-

AFFIDAVIT OF MAILING

I, _____, being duly sworn, dispatched through the United States Mail, a Notice of Public Hearing, a true and correct copy of which is enclosed herewith; that said Notice was addressed to all parties of record individually listed on the mailing list enclosed herewith; and, that said notices were mailed by me on the ____ day of _____, 2023 through USPS First Class Mail.

I hereby attest that I mailed said notices in the manner herein described and that all of the statements made herein are just and true. Dated this ____ of _____, 2023.

STATE OF WYOMING)
)ss.
COUNTY OF PARK)

The foregoing instrument was acknowledged before me by _____ this ____ day of _____, 2023. Witness my hand and official seal.

Notary Public

My commission expires _____