



2023 ACCESSORY DWELLING UNIT (ADU) CHECKLIST

(For use in all residential zoning districts except R-1)

STAFF USE
File #ADU 2023- _____
Approved by: _____

Property Owner's Name: _____ Phone/Cell: _____

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

Project Address: _____ Cody, WY E-mail _____

(Note: A new address will be assigned to the ADU in conjunction with the application process.)

Signature of Property Owner: _____
Signature *Date*

ACCESSORY DWELLING UNIT (ADU) CHECKLIST: **(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.)
- If the property is zoned RR, R-2 or R-3, the ADU will be of either conventional site-built or modular construction and meet requirements of the adopted residential building code (IRC).

If the property is zoned R-2MH or R-4:

- The ADU will be of either conventional site-built or modular construction and meet requirements of the IRC; or,
- The ADU will be a manufactured home, placed on a traditional concrete or masonry foundation, and less than 15 years old when placed on the property.

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).

Either:

- One off-street parking space will be provided for the ADU, and any required parking spaces displaced by the project will be replaced. OR,
- The property is located in an R-3 or R-4 zone and the area described in item 9 of the ADU supplemental development standards (attached), and therefore exempt from the requirement.
- If located in the RR zone, 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.)
- If the ADU is in a Planned Unit Development (PUD), does the PUD Plan allow ADUs? ____ Yes ____ No

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: Provide the following in conjunction with the building permit application.

- FLOOR PLAN: Provide a Floor Plan of the ADU, drawn and printed at a standard scale (e.g. 1/4"=1'). Label all rooms.
- SITE PLAN: Provide a site plan of the property indicating all features related to the ADU. Include the building location within the property, access/sidewalk, parking, utility routes, etc. The site plan must be drawn at a standard scale (e.g. 1"=10').
- If the desire is to construct the ADU prior to construction of the primary dwelling, check the box on this item. The City code has the following allowance. If applicable, submit documentation accordingly.

Construction of an ADU may be authorized prior to construction of the primary dwelling when the following conditions are met: a) A site plan is provided that demonstrates the overall development plan for the property in conformance with all City codes, including locations and dimensions of the dwellings, driveway(s) and parking facilities, utility services, outdoor mechanical locations (e.g. a/c unit), and pedestrian access; b) The property owner intends to commence construction of the primary dwelling within three years of applying for the building permit for the ADU; and, c) The property owner can provide reasonable assurance of the ability to complete the construction of both dwellings.