

Accessory Dwelling Unit

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

REQUIRED SUBMITTALS

An Accessory Dwelling Unit Permit request is made by submitting the following information to the Planning Department:

1. The completed attached form;
2. Affidavit of intent to lawfully occupy an Accessory Dwelling Unit and;
3. Notice to Title

Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

E-Mail: _____

Fax: _____

Filing Capacity:

____ 1. Recorded property owner as of _____ (date)

____ 2. Purchasing (under contract) as of _____ (date)

Engineer and/or Architect:

Name: _____

Mailing Address: _____

Telephone Number: _____

This application can be found online at www.cdaid.org under Planning Department.

PROPERTY:

Legal Description of property:

Address(es) of property: _____

JUSTIFICATION

1. The total number of occupants in both the principal dwelling unit and accessory dwelling _____
2. Square footage of the accessory dwelling unit _____
3. The total square footage of the primary dwelling unit, excluding the garage area, as it exists or as it is permitted to be modified

Attach the following scaled site and / or building plans:

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—The location, material (concrete, asphalt) and dimensions.
2. Elevations illustrating how the Accessory Dwelling Unit—
 - a. is consistent with the existing roof pitch, siding, and windows of the principal dwelling unit.
 - b. has only one entrance on each front or street side of the residence
 - c. roof ridgeline height of the above final finished grade does not exceed allowed maximums

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

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

PERMIT NO. _____

AFFIDAVIT OF INTENT TO LAWFULLY OCCUPY
AN ACCESSORY DWELLING UNIT

STATE OF IDAHO)
)ss
COUNTY OF KOOTENAI)

I, _____, being first duly sworn on oath do depose and say:

I am an owner of record of the real property described above; and

If an Accessory Dwelling Unit Permit is granted for this real property that an owner or an immediate family member of the owner will occupy either the principal or accessory dwelling unit for at least six months of each calendar year.

Affiant

STATE OF IDAHO)
)ss
County of Kootenai)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared _____, known to me to be the person(s) whose name is subscribed to the Within instrument and acknowledged that _____ voluntarily executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for Idaho
Residing at Coeur d'Alene
My Commission expires:



ACCESSORY DWELLING UNIT (ADU) CERTIFICATE AND NOTICE TO TITLE

THIS CERTIFICATE, filed this _____ day of _____, 20____,

by _____, husband and wife, hereinafter referred to as OWNERS

(OR _____ hereinafter referred to as OWNER), and the City of Coeur d’Alene, Kootenai County, Idaho, hereinafter referred to as CITY, is for the purpose of insuring the code compliance of the following real property and for the protection of future owners and/or occupants.

WITNESSETH:

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

(INSERT LEGAL DESCRIPTION):

WHEREAS, the address for the subject property is:

(INSERT ADDRESS):

WHEREAS, the OWNER(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 Owner(s) agree as follows:

1. The OWNER(S) hereby agree that an owner or an immediate family member of the owner will occupy either the principal or accessory dwelling unit for at least six months of each calendar year.
2. The OWNER(S) further agree to inform any prospective purchasers of the subject property of the existence of this agreement and of the requirements for maintaining an Accessory Dwelling Unit under the City code.
3. The OWNER(S) also agree to immediately remove the Accessory Dwelling Unit upon determination by the City that the Accessory Dwelling Unit is being used or maintained in a manner contrary to the City’s regulations for Accessory Dwelling Units.
4. This agreement shall be recorded and shall be a covenant running with the land and shall be binding on the owners, their successors and assigns.

DATED this _____ day of _____, 20_____.

Owner

STATE OF IDAHO)
) ss
County of Kootenai)

On this _____ day of _____, 20____, before me, a Notary Public, personally

appeared _____, and _____, husband and wife, known to me to be the persons whose names are subscribed herein, who executed the foregoing instrument and acknowledged that they voluntarily executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

REVIEWED AND APPROVED
CITY OF COEUR D’ALENE—PLANNING DEPARTMENT:

(staff signature)

(date)



Notary Public of Idaho
Residing at Coeur d’Alene
My Commission expires: