

Accessory Dwelling Unit

Approval Application

Sussex County, Delaware

Sussex County Planning & Zoning Department
2 The Circle (P.O. Box 417) Georgetown, DE 19947
302-855-7878 ph. 302-854-5079 fax

Case # _____

Hearing Date _____
(where applicable)

Type of Application: (please check all applicable)

Accessory Dwelling Unit - Detached

Accessory Dwelling Unit - Attached

Existing Structure:

Proposed Structure:

Code Reference (office use only)

Site Address:

Description of Request:

Tax Map #:

Property Zoning:

Applicant Information

Applicant Name:

Applicant Address:

City: State

Zip:

Applicant Phone #:

Applicant e-mail:

Owner Information

Owner Name:

Owner Address:

City: State

Zip:

Purchase Date:

Owner Phone #:

Owner e-mail:

Agent/Attorney Details

Agent/Attorney Name:

Agent/Attorney Address:

City: State

Zip:

Agent/Attorney Phone #:

Agent/Attorney e-mail:

Signature of Owner/Agent/Attorney

Date:



Criteria for Accessory Dwelling Units
The following shall be answered for Code Compliance

1. Total lot area of property:

2. Total area of existing dwelling (in square feet):

3. Total area of proposed Accessory Dwelling Unit (in square feet):

5. Is the property located within a subdivision? Yes No
If so, have you obtained approval from the Homeowners Associaton? Yes No

4. Please confirm the ADU is **NOT** a RV, Camper, Motor Home, etc.

Please note: No property is permitted to be occupied with a RV, Camper, Motor Home, etc., unless located within a RV Park.

Criteria for a Special Use Exception (where applicable): (Please provide a written statement regarding each criteria)

*Applicant's must demonstrate that the property meets **ALL** of the criteria for a Special Use Exception to be granted.*

1. Such exception will not substantially affect adversely the uses of adjacent and neighboring property:

Check List for Applications

The following shall be submitted with the application

- **Completed Application**
- **Provide a Site Plan or survey of the property along with a layout/building plans of the ADU**
- **Provide Fee \$500.00**
- **Provide written response to criteria for Special Use Exception (where applicable, may be on a separate document if not enough room on the form)**
- **Copy of Receipt (staff)**
- **Optional - Additional information to be considered (ex. photos of site, photos of similar structures, letters from neighbors, etc.)**
- **Please be aware that an Accessory Dwelling Unit is defined as, "a self-contained dwelling unit that is secondary to the principal dwelling unit on a property and includes independent living facilities, such as a separate entrance and kitchen. The dwelling unit may be attached to, or detached from the primary dwelling on the property and it may also include existing interior space such as a finished basement that is converted into a separate dwelling unit. Accessory dwelling units do not include duplexes, tourist homes, servant quarters, recreational vehicles or guest homes."**
- **Please be aware that the application may be scheduled for a public hearing before the Board of Adjustment if the dimensional requirements of Section 115A(15(c), (d) and (e)) are not met. Staff will place a sign on the site stating the date and time of the Public Hearing for the application. The Applicant, or a representative of the Applicant must be present if a public hearing is scheduled.**

****Please be advised that the decision of the Director/Board of Adjustment is only final when the written decision is filed with the Board of Adjustment's secretary. To determine whether the written decision has been filed, you may call the Planning & Zoning Department at 302-855-7878. The written decision is generally completed within thirty (30) to sixty (60) days following the Board's vote on the application. Please include the case number when calling about the decision.***

****Please be advised that any action taken in reliance of the Board's/Director's decision prior to the filing of the written decision and the expiration of any applicable appeal period is taken at the Property Owner's Risk.***

The undersigned acknowledges that that he or she has read the application completely and that if the appellant / applicant is unable to convince the Director/Board that the standards for a Special Use Exception have been met, the application will be denied.

Signature of Owner/Agent/Attorney

Date:

For office use only:

Date Submitted: _____ Fee: \$500.00 Check #: _____
Staff accepting application: _____ Application & Case #: _____
Location of property: _____

Subdivision: _____ Lot#: _____ Block#: _____
Date of Hearing: _____ Decision of Board: _____