



FRANCIS CITY ACCESSORY DWELLING UNIT (ADU) PERMIT APPLICATION

NOTE: Francis has two classifications for ADUs. Units built within the footprint of the primary dwelling, such as basement apartments, are called Internal ADU (IADU). Units built outside of the footprint of the primary dwelling, such as apartments above detached garages, are called External ADU (EADU). A permit must be obtained before any portion of a single-family home is used as an ADU or before an EADU is constructed.

Planning Department Review:

- ☐ Approved
☐ Approved with Conditions
☐ Denied

Date: _____

Conditions / Justification for Denial:

☐ Planning Review Fee (\$100)

Name of Property Owner(s): _____

Address: _____

Mailing Address (if different): _____

Phone: _____ Email: _____

Name of Applicant or Authorized Agent(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant Signature: _____ **Date:** _____

Owner's Authorization to file application:

I authorize _____ to act as my representative in all matters relating to this application.

Owner's Signature: _____ **Date:** _____

Submit all required items per the checklist and questions below. Incomplete information may be cause for denial of the application. Review section 18.15.210 of Francis City Code before submittal of this application.

Initial by City Planner if completed, cross out and sign by City Planner if waived or not applicable to application:

- _____ 1. Site plan – Drawn accurately to scale showing property lines and dimensions, the location of existing buildings or additions, and the location of parking stalls. For EADU show the distances from buildings or additions to property lines and show utility meters.
- _____ 2. Floor plan - Drawn accurately to scale showing dimensions and square footage of the ADU, the location of kitchen, sleeping, and bathroom facilities, entrances, windows. For IADU, show areas within the single-family residence to be used as an ADU.
- _____ 3. Planning review fee of \$100.

Type of ADU: IADU ☐ EADU ☐ Zoning: _____ Lot Size: _____

Is another ADU located on this lot? Yes ☐ No ☐

Will the ADU be rented? Yes ☐ No ☐

If yes, initial that you will obtain a business license before renting the ADU: _____

Will the ADU be rented on a short-term basis (VRBO or Airbnb)? Yes ☐ No ☐

For IADU, is the primary dwelling served by a septic tank? Yes ☐ No ☐

If yes, please submit written approval for the ADU from the Summit County Health Department.

For EADU, is the structure and use as an ADU approved by the HOA? Yes ☐ No ☐ NA ☐

APPLICANT CERTIFICATION:

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. I also acknowledge that I have reviewed the City Code(s) and that items and checklists contained in this application are minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I agree also to comply with any and all applicable City Codes in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Francis City may rescind any approval, or take any other legal or appropriate action. I also agree to allow the Staff, Planning Commission, City Council or appointed agents(s) of the City to enter subject property to make any necessary inspections thereof.

I agree that a building permit will be obtained before the ADU is constructed and that all inspections will be complete before occupancy, the ADU will be used exclusively for the purpose of family or guest use or of offering a long-term rental of thirty (30) days or longer, the ADU will not be listed for rental on a short-term rental website or for short-term rental in any other media or publication, and the ADU will be used to house a maximum of four (4) unrelated tenants. I will obtain a business license if I rent the ADU. I understand that the permit may be revoked if it is found that the conditions upon which the permit was issued no longer are maintained by the property owner, or if the requirements of City Code or the conditions of the permit have been violated.

Signature

Date

Printed Name

Title