

For office use only:

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ACCESSORY USE PERMIT APPLICATION
Accessory or Utility Dwelling

Applicant Name: _____

Property Address: _____ Zip _____

Contact Numbers: Home _____ Work _____ Mobile _____

E-mail address: _____
(All correspondence will be emailed to this address unless otherwise requested)

Please complete the following information (incomplete applications will be returned):

1. Dwelling Type (see page 2 for description): Accessory Dwelling Utility Dwelling
2. Current heated square footage of the principal residence per Wake County website: _____
3. Heated square footage of the building addition (if any): _____ New total heated area: _____
4. Total square footage of the accessory or utility dwelling unit: _____
5. Number of bedrooms in principal residence: _____
6. Number of bedrooms in accessory unit: _____
7. Total number of required parking spaces on the lot (enter total from worksheet on page 2): _____
8. Accessory dwelling units (ADU's) are required to have an independent sewer connection to the public sanitary sewer system or obtain a sewer extension permit through the [NC Division of Water Resources](#) to tie into the building sewer of the primary dwelling. Which method will be utilized with this ADU?
 Independent connection Sewer extension permit (upload copy of the approved permit)
9. Provide the following documents:
 - A floor plan of the accessory dwelling unit or the principal dwelling inclusive of the utility dwelling unit
 - Plot plan showing location of all the required parking on the lot (parking space dimensions: 9' x 18') Documents uploaded with the building permit application Documents attached here

I hereby certify that I am making application for myself and that the statements given are true to the best of my knowledge. I understand that failure to address any item listed on this application shall result in the application being returned to me for revision and resubmission.

Name of property owner (print) Signature of property owner Date

Please read the above application carefully and ensure all sections are completed. Incomplete applications will be returned within 3 days from receipt. Non-response from applicant after 15 days will cause the application to be considered denied and a new application fee shall be required for future re-submittals.

**ACCESSORY USE PERMIT APPLICATION - PAGE 2
ACCESSORY OR UTILITY DWELLING UNIT**

General Requirements:

- Only one accessory dwelling or utility dwelling unit is permitted per lot
- Home occupations are not allowed in an accessory or a utility dwelling unit
- A building permit issued by the Inspections and Permits Department (separate application)
- This permit is not valid without the issuance of a Certificate of Occupancy
- Additional parking is required (see parking worksheet below)

Accessory Dwelling Unit

An accessory dwelling unit is an individual house-keeping unit located on the same lot as the principal detached dwelling but not attached to the principal dwelling with all the following elements: 1) an area for sleeping, 2) a bathroom with bathing facilities, 3) cooking and food storage facilities

An accessory dwelling unit shall be permitted as an accessory use subject to the following standards:

- Accessory dwelling units are only allowed in R-80, R-40 and R-20 or in the Mixed Use Overlay District with an approved plan
- An accessory structure shall not be located within a required roadway setback, or within five (5) feet of the rear or side lot lines and shall be located at least five (5) feet from the edge of a required buffer and shall not encroach into an easement
- An accessory structure located closer than five (5) feet of the principal structure shall meet the setbacks of the principal dwelling
- An accessory dwelling unit shall contain no more than thirty-three (33) percent of the heated floor area of the principal dwelling, or more than 800 square feet, whichever is smaller

Utility Dwelling Unit

A utility dwelling unit is an individual house-keeping unit located entirely within the principal dwelling unit with all the following elements: 1) an area for sleeping, 2) a bathroom with bathing facilities, 3) cooking and food storage facilities, 4) a separate entrance from the outside (cannot be located on the front wall of the dwelling)

A utility dwelling unit shall be permitted within a dwelling subject to the following standards:

- Utility dwelling units are allowed in all residential zoning districts except Residential Multi-family (RMF)
- The utility dwelling unit shall contain no more than thirty-three (33) percent of the heated floor area of the principal dwelling, or more than 800 square feet, whichever is smaller.

Parking Worksheet

TYPE OF UNIT	PARKING SPACES REQUIRED	REQ'D PARKING SPACES
Principal dwelling unit	Two (2) per dwelling	2
Accessory dwelling unit	Additional one (1) space per bedroom (1 space min)	
Attached dwelling unit	Additional 0.5 spaces for each bedroom over two (2)	
Semi-attached dwelling unit	Additional 0.5 spaces for each bedroom over two (2)	
Utility dwelling unit	Additional two (2) spaces	
Total (round up to the next whole number) - enter total on page 1 of the application		