



ACCESSORY APARTMENT REGISTRATION

PROPERTY OWNER NAME(s) _____

PROPERTY ADDRESS/APARTMENT ADDRESS _____ / _____

PHONE NUMBER _____ EMAIL _____

APARTMENT LOCATION (circle one): main dwelling/addition above garage basement detached building other

In order for registration to be complete, a fee of \$40 must be paid and the property owner must certify that the following requirements are met at this property. Please check all items that are in compliance at this time:

- Outside appearance of single family home shall not be changed from that of a single family home. A maximum of (1) one accessory apartment may be allowed in a single-family home.
- The apartment contains eating, sleeping, and sanitation facilities separate from the primary dwelling.
- Single family dwelling containing an accessory apartment, will remain owner occupied. If a property is owned within a trust, documentation concerning the trust shall be provided to the City.
- One family, as defined and permitted by City Code, will only occupy the apartment.
- Accessory apartment does not have separate utilities such as water, gas, electric from main dwelling. Accessory dwelling units shall be prohibited if the primary dwelling is served by a failing septic tank.
- The accessory apartment has a dedicated entrance located on any side or rear portion of the home separate from the entrance to the main dwelling. Access doors must be below grade if located in front of single family home. Dwelling and apartment entrances shall not be located side-by-side.
- An interior access exists and shall be maintained between the main dwelling and attached apartment.
- The accessory apartment shall have the same address number as the main dwelling, but shall refer to Unit "B". Addresses must meet building code requirements.
- Parking: One-off-street parking spaces shall be provided for tenant parking for all internal accessory dwelling units, in addition to those already required for a single-family dwelling. A minimum of two (2) parking spaces shall be required for all accessory dwellings not internal to the single-family dwelling. No parking spaces may be located within a front or side yard, except within an approved driveway. Tandem parking within a driveway is allowed to meet parking requirements. Tenants shall comply with all other parking regulations of section 5-2-5 of City Code.
- I understand that: Accessory apartment registration shall become null and void upon the sale of the single-family dwelling in which it is located, unless a new registration is applied for and obtained by the purchaser(s) of the single-family dwelling in which said accessory apartment rental is located.
- The accessory apartment will not be sold or detached by deed and only be rented.

