



Community Development Accessory Apartment Application

Property Address: _____

The following items must be submitted with this application, to show compliance with the ten (10) conditions on the back of this application:

1. Legal description of the property location and proof of ownership.
2. Plans, drawn to scale, indicating existing and proposed floor plans and access to both the principal unit and the accessory unit.
3. Site plan depicting parking availability.
4. Proof of building permits for any improvements done to the structure to meet the Accessory Apartment requirements.

Please note: In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current administrative procedures.

Owner Name:					
Signature:		Phone:			
Address:				Cell:	
City:		State:		Zip:	
E-mail:					
Fax:					

There is no fee associated with this application, and approval runs with the land unless cause for revocation is found or the use ceases to exist for one year. All applicable building code and rental licensing requirements must be complied with and building permits obtained prior to construction.

Revocation. The City Council may revoke an accessory apartment permit if the permittee fails to comply with the conditions attached to the issuance of the permit or otherwise fails to comply with the provisions of this section. Prior to revocation, the City Council shall conduct a hearing preceded by ten (10) days mail notice to the permittee.

CITY STAFF USE ONLY		
APPLICATION RECEIVED	ACCESSORY APT. NUMBER: _____ APPROVED BY _____	APPLICATION APPROVED



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Requirements. All home accessory apartments shall comply with the following:

1. The accessory apartment shall be clearly a subordinate part of the single family dwelling. In no case shall the accessory apartment be more than forty (40) percent of the building's total floor area, not to exceed nine hundred sixty (960) square feet nor have more than two (2) bedrooms.

Common area shared by the principal dwelling and accessory apartment shall be considered part of the principal dwelling and shall not be included in the calculation of accessory apartment floor area.

2. The principal unit shall have at least nine hundred sixty (960) square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least five hundred (500) square feet of living space. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
3. A separate exterior entrance may be permitted. Any exterior alterations or expansion shall be constructed of similar size, color, and type of materials as the principal single family unit provided that no unenclosed ramps or stairways are utilized to access either the primary or accessory unit. Only one (1) exterior stairway may be located on the side or rear of the dwelling.
4. The principal unit and accessory apartment shall share an internal doorway connection between the units.
5. Both the principal unit and accessory apartment shall share a single utility hookup.
6. All parking standards of Section 3, Subd. 5 shall be met. Including, but not limited to:

Number of Spaces Required: Two (2) spaces per unit.

Parking shall be prohibited in any portion of the front yard except designated driveways leading directly into a garage or one (1) open, surfaced space located on the side of a driveway, away from the principal use.

Appropriate surface shall include asphalt, concrete, pavers, and environmentally conscious materials when approved by the city engineer. On properties over one acre in size, appropriate surface may also include rock or stone, when approved by the city engineer.

7. The accessory apartment and principal unit shall meet the applicable standards and requirements of the Lino Lakes Zoning Code, Building Code, Anoka County Health Codes and Fire Codes.
8. The house shall be owner-occupied at the time of application and the building and property shall remain in single ownership and title and shall only have one mailing address.
9. A maximum of one (1) accessory apartment permit shall be issued per detached single family home.
10. No separate driveway or curb cut shall be permitted for the accessory apartment unit.