



385 Kimbark Street, Longmont, CO 80501  
T 303-651-8330 F 303-651-8696  
[longmont.planning@longmontcolorado.gov](mailto:longmont.planning@longmontcolorado.gov)

## Accessory Dwelling Unit Defined

An accessory dwelling unit, or ADU, is a second residential dwelling located on the same property as another home. An ADU can be located within or added to the main house, or it can be located within a separate accessory structure (e.g., garage) on the property. In all cases, an ADU is built and used as a complete, independent residential dwelling. In Longmont, if three or more of the following are present, the structure or portion of a structure will be considered an ADU and will need to be permitted as such: separate entrance, cooking facilities, sanitary facilities, and/or separate heat and ventilation.

## General Criteria for Accessory Dwelling Units

Accessory dwelling units are considered an accessory use and are regulated by the City's [Land Development Code](#). See Section 15.04.040.C.1 for information on standards and Section 15.02.070 for information on review procedures.

### 1. Location and Use

- Permitted as accessory to a single-family detached dwelling (i.e., "main house")
- May be integrated into or added onto the main house or located in a detached, accessory structure such as a garage (see below for specific requirements)
- The accessory dwelling unit shall be located on the same lot as the main house
- Mobile homes, recreational vehicles, and travel trailers cannot be used for accessory dwelling units

### 2. Number and Size

- One accessory dwelling unit is allowed on a lot, in addition to the main house
- The area of an accessory dwelling unit cannot exceed one-half of the finished, above ground floor area of the main house
- An accessory dwelling unit located in a detached structure cannot exceed the height of the main house

### 3. Setbacks.

- **New Detached ADU.** A new detached ADU needs to comply with the following setbacks from property lines:
  - **Front:** 20 feet (but cannot be located closer to the front property line than the main house)
  - **Rear:** 10 feet
  - **Side:** 5 feet
- **ADUs located in Existing Detached Structure.** An accessory dwelling unit located in an existing detached structure (e.g., garage) does not have to meet new setback standards, unless the structure is expanded.
- **Attached ADU.** An accessory dwelling unit that is attached or integrated into the main house need to meet principal structure setbacks.

### 4. Limit on Sale, Tenancy and Occupancy.

- The property owner needs to live in either the main house or accessory dwelling unit.
- An accessory dwelling unit cannot be sold separately from the main house.

### 5. Review Procedures and Notice Requirements.

- A detached accessory dwelling unit will be reviewed under the Site Plan Review process and will require notice and property posting. See Section 1 on the reverse page for more detail on this process.
- An attached accessory dwelling unit or a unit in a basement will be processed as a Site Plan Waiver and will not require neighborhood notice or posting unless the unit is proposed as part of an addition which increased the overall square footage of the main house by more than 25%. Reference Section 2 on the reverse page for more detail on this process.

## 1. Review Criteria and Site Plan Review Process for Accessory Dwelling Units:

- Site Plan Review Required for:
  - An accessory dwelling unit constructed as a **new detached structure** or **converted** from an **existing, detached accessory structure**
  - An above-ground accessory dwelling unit that is integrated into and/or added onto the main house and which **increases overall square footage by more than 25%**
- Steps of the Site Plan Review Process:
  - Contact the Longmont Planning Department to start the process at 303-651-8330 or by email at [Longmont.planning@longmontcolorado.gov](mailto:Longmont.planning@longmontcolorado.gov). Please provide a brief project description, rough sketch of your proposed ADU, and you will be provided instructions regarding the Site Plan Review process for an ADU.
  - Staff will provide a checklist that will list the review materials and fees for the Site Plan Review process. The checklist will also include any department notes for the proposed ADU project.
  - If project is sufficient for review, please anticipate revisions will likely need to be made. Allow for two to three months for final approval of Site Plan Review process from the Planning Department.
- Notice Requirements
  - An application for an ADU that goes through Site Plan Review is required to provide mailed notice to properties within 300 feet and post notice on the property. Reference pre-application notes for details.
- Refer to subsection 15.02.070.C.8 for Site Plan requirements for ADUs.

## 2. Review Criteria for Site Plan Waiver Process for Accessory Dwelling Units:

- Site Plan Waiver Required for:
  - An accessory dwelling unit **integrated into an existing basement**
  - An above-ground accessory dwelling unit that is integrated into and/or added onto the main house and **which does not increase overall square footage by more than 25%**
- Steps of the Site Plan Waiver Process
  - A pre-application meeting or pre-application checklist is **NOT** required for an ADU going through the Site Plan Waiver process.
  - Contact the Longmont Planning Department to start the process at 303-651-8330 or by email at [Longmont.planning@longmontcolorado.gov](mailto:Longmont.planning@longmontcolorado.gov). Once you receive instructions on the Site Plan Waiver process for an ADU, submit this application with other requested items.

## Application for Accessory Dwelling Unit

### Accessory Dwelling Unit Type

- Detached unit
- Unit within a basement
- Unit within or added to an existing house (above ground, not in a basement)

### Application Type (check the application type applicable for your ADU project):

- Site Plan Review
- Site Plan Waiver Application



385 Kimbark Street, Longmont, CO 80501  
T 303-651-8330 F 303-651-8696  
[longmont.planning@longmontcolorado.gov](mailto:longmont.planning@longmontcolorado.gov)

**Applicant & Property Information**

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Preferred Method of Contact (Please Select One): **Phone**  or **Email**

Total Existing Square Footage of Principal Structure: \_\_\_\_\_ sq. ft.

Total Above Ground Square Footage of Principal Structure: \_\_\_\_\_ sq. ft.

Total Square Footage of Proposed Accessory Dwelling Unit: \_\_\_\_\_ sq. ft.

Will the proposed ADU have any of the following (**select all that apply**):

- Separate entrance
- Cooking facilities
- Sanitary facilities
- Separate heat and ventilation
- Off street parking

**Provide any additional information regarding your application or property relevant to the proposal below:**

Contact the Planning Division with questions: 303-651-8330 | [Longmont.planning@longmontcolorado.gov](mailto:Longmont.planning@longmontcolorado.gov)