



# ACCESSORY DWELLING UNITS

Community Development Department • Planning Division

For general information on Accessory Dwelling Units (ADUs), please consult the [Frequently Asked Questions](#) on the Planning web page. This ADU Checklist should be completed by the property owner/applicant, signed by the owner, and submitted to the [Building Division](#) with the Building Permit application for the proposed ADU.

This checklist is intended to help the homeowner submit the necessary accompanying information to facilitate the Planning Division’s review of the Building Permit application. Please consult the Building Division’s website (link above) prior to application to determine additional permit review requirements.

## Owner/Applicant, Property Location, and Type of ADU

Owner’s Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning (if known): \_\_\_\_\_

Please indicate the type of proposed ADU (check one):

- Within the existing home
- Addition to the existing home
- Detached behind or next to the existing home

## Property Details

### Size

The first floor of the principal residence: \_\_\_\_\_ square feet

Note: Exclude the garage, porch and similar square footage from this calculation.

The proposed ADU: \_\_\_\_\_ square feet

Note: ADUs that are larger than 500 square feet must not exceed 50% of the square footage of the first floor footprint of the principal residence or 800 sf; whichever is less.

Does this property use an on-site septic system (yes or no): \_\_\_\_\_

If yes, owner acknowledges they have contacted or will contact [Environmental - Public Health](#) for more information regarding this separate review.

## Plot Plan

Select one:

- The ADU will be located within the existing home.  
Note: A Plot Plan or drawing of the provided parking is required.
- The ADU will be either an attached or detached unit on the property.  
Note: This Plot Plan should show the proposed improvements, including the existing footprint and size of the principal residence, any existing accessory structures such as garages, sheds and decks, the proposed improvements associated with the ADU, and associated setbacks and building separations. If available, please use the existing Plot Plan for your property. An improvement location certificate (ILC) will not be accepted as the base plan.

## Design Requirements

To preserve the appearance of the single-family dwelling and the greater residential community, accessory dwelling units shall be designed in the following manner:

- The design of the accessory dwelling unit shall be consistent with the design of the principal dwelling unit by use of similar architectural style(s), exterior wall material(s) and color(s), window type(s), door and window trim(s), roofing material(s) and roof pitch and color(s).
- If the entrance to the accessory dwelling unit is visible from an adjacent street, it shall be designed in a manner as to be clearly subordinate to the entrance of the principal dwelling.

Proposed ADUs located within a development that is subject to an applicable site development plan and/or planned unit development plan, or overlay district which includes design requirements for single family residential units shall be required to meet those design requirements. Proposed ADUs located in developments with no specific design standards shall be required to meet applicable standards, as listed below.

**Note, at least one of the three options below will apply. Please consult with the Planning Division for assistance with these requirements. Contact: [Planning@Broomfield.org](mailto:Planning@Broomfield.org)**

**I have consulted with the Broomfield Planning Division and determined my property:**

- Is not located within a PUD or Overlay Area
  - The exterior wall surfaces are clad in a material similar to the principal structure.
  - Walls facing the street must consist of materials or colors to match the principal structure.
- Is subject to an approved Site Development Plan and/or PUD Plan and will comply.
- Is subject to Overlay District requirements and will comply.

### Utility Services:

- By checking this box, the owner acknowledges that, with the exception of telephone, television, electrical and internet service, accessory dwelling units must be served through the utility services of the principal dwelling unit and shall not have separate services.

## Owner hereby affirms the following:

- This will be the only ADU on the property.
- The ADU will not be used as a short term rental.  
Refer to [BMC chapter 5-39](#) for definition of short-term rental.
- Off street parking shall be provided consistent with the requirements established in [section 17-32-080](#) of the Broomfield Municipal Code (BMC).

Note: The property must provide at least three (3) off-street parking spaces (garage and/or driveway) if:

- The adjacent streets do not allow on-street parking, and
- The ADU is not located in a [Parking Reduction Area](#). (Please contact [planning@broomfield.org](mailto:planning@broomfield.org) to confirm if your property is located in a Parking Reduction Area.)

## Declaration of Use

- Owner has completed the Declaration of Use and agrees to record this document before the Building Division will issue a Permit for the new ADU. Refer to Declaration of Use statement and [BMC 17-32-160\(I\)](#). Link to [ADU Declaration of Use](#).

## Homeowner Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## Broomfield Municipal Code Regulations Regarding Accessory Dwelling Units Chapter 17-32-160

Accessory dwelling units are permitted accessory uses in all zoning districts which establish single-unit residential uses as a permitted use, subject to the following conditions:

- (A) A single-unit dwelling must exist as a principal dwelling unit on the lot or be constructed in conjunction with the accessory dwelling unit.
- (B) Only one accessory dwelling unit shall be allowed for each parcel.
- (C) Accessory dwelling units may be located within the principal dwelling unit, attached to the principal dwelling unit, or detached from the principal dwelling unit.
  - i. Attached accessory dwelling units, and detached accessory dwelling units that do not meet the minimum separation distance from the principal structure as established by the applicable zone district or section 17-34-020(H) of the Broomfield Municipal Code, as applicable, shall be required to meet all principal structure setbacks of the applicable zone district.
  - ii. Detached accessory dwelling units shall meet the standards for accessory buildings established by section 17-34-020(H) of the Broomfield Municipal Code, and shall meet the established accessory building setback requirements for the applicable zone district, with the following exceptions:
    - 1. The required side setback for a detached accessory dwelling unit shall not be larger than the required setback for the principal building on the same lot.
    - 2. No accessory dwelling unit shall be permitted between the front of the principal structure and the street.
- (D) The square footage of the accessory dwelling unit shall be no larger than 50% of the principal dwelling unit footprint or 800 square feet, whichever is less; provided, that, in all cases, an accessory dwelling unit may be up to 500 square feet in size regardless of the size of the principal dwelling unit. Square footage calculations, as contained herein, exclude any related garage, porch or similar area for the principal dwelling unit and accessory dwelling unit.
- (E) Accessory dwelling units shall not be eligible for use as a short term rental, as defined in chapter 5-39 of the Broomfield Municipal Code.
- (F) To preserve the appearance of the single-unit dwelling and the greater residential community, accessory dwelling units shall be designed in the following manner:
  - i. The design of the accessory dwelling unit shall be consistent with the design of the principal dwelling unit by use of similar architectural style(s), exterior wall material(s) and color(s), window type(s), door and window trim(s), roofing material(s) and roof pitch and color(s).
    - 1. Proposed ADUs located within a development that is subject to an applicable site development plan and/or planned unit development plan, or overlay district which includes design requirements for a single-unit residence shall be required to meet those design requirements.
    - 2. Proposed ADUs located in developments with no specific design standards shall be required to be clad in a material similar to the principal structure. Walls facing the street must consist of materials or colors to match the principal structure.
  - ii. If the entrance to the accessory dwelling unit is visible from an adjacent street, it shall be designed in a manner to be clearly subordinate to the entrance of the principal dwelling.
- (G) With the exception of telephone, television, electrical and internet service, accessory dwelling units must be served through the utility services of the principal dwelling unit and shall not have separate services.
  - i. As part of the application review process, any proposal to add an ADU which uses an on-site septic system shall be required to have their proposal reviewed by Broomfield's Department of Public Health and Environment to verify that there is adequate capacity in the septic system to accommodate the proposed ADU. All septic system modifications to modify capacity shall require Broomfield Department of Public Health and Environment review.
- (H) Home occupations may take place within any accessory dwelling unit approved or lawful pursuant to this section. However, home occupations taking place in any accessory dwelling unit shall comply with section 17-32-020.
- (I) All property owners shall record a declaration of use which will state the size and location of the accessory dwelling unit and shall reference that the accessory dwelling unit must remain in compliance with the regulations contained within the municipal code pertaining to accessory dwelling units. For detached accessory dwelling units this declaration shall be recorded prior to the issuance of certificate of occupancy.
- (J) Travel trailers, recreational vehicles, shipping containers, storage containers, and other such temporary structures shall be prohibited for use as an accessory dwelling unit.

## Accessory Dwelling Unit Checklist

- (K) Manufactured homes and tiny homes shall be permitted for use as an accessory dwelling unit when installed with a foundation that is in compliance with the International Residential Code, which may include tie downs, and clad in materials or colors to match the principal structure, in compliance with section 17-42-320.
- (L) Tiny houses and modular homes shall be permitted for use as an accessory dwelling unit when it is clad in materials or colors to match the principal structure.