



## City of Palmer • Department of Community Development

645 E. Cope Industrial Way • Palmer, AK 99645

Phone: 907-745-3709 • Fax: 907-745-5443

### INSTRUCTIONS FOR FILING ACCESSORY DWELLING UNIT (ADU) APPLICATION

The following information must be submitted with the application:

1. A written description of the interior and exterior modifications that will be done to accommodate the accessory dwelling.
2. A completed and signed Accessory Dwelling Unit Application packet including a site plan showing dwelling location, showing setbacks from all property lines, location of ADU if detached from principal unit, location of parking on site to serve the primary unit and the accessory unit, dimensions of parking spaces, and elevation drawing showing ADU if detached, as well as all changes to principal unit, including indication of all entrances to primary and accessory units.
3. If necessary, a completed Building Permit application.
4. Nonrefundable fee \$50.00 will accompany the ADU application.
5. Additional information may be required.

Once the ADU application has been submitted to our office:

- The zoning administrator will review the application for code compliance within 30 calendar days.
- The zoning administrator will notify the applicant in writing of approval or denial.
- Approved ADU applications will require the owner to complete and file with the State of Alaska Recorder's Office the Covenant for Accessory Dwelling Unit (attached). Print covenant document single-sided, leave the pages unstapled and leave margins and font as shown to comply with the recording requirements for the SOA Recorder's Office.
- A copy of the recorded covenant must be returned to Community Development before a building permit may be issued.
- Recording is required to finalize the ADU approval before any building permits may be issued, or before the use of the ADU may commence.
- Once a copy of the recorded covenant has been received by our office, a permit for the accessory dwelling unit will be issued.



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**Accessory Dwelling Unit Application**

Property Owner's Name  
 (Owner of Record): \_\_\_\_\_  
 Property's Legal Description: \_\_\_\_\_  
 Property's Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is the lot, tract or parcel zoned residential or agricultural?  Yes  No  
 Is the lot larger than 10,000 square feet?  Yes  No  
 Is there an existing accessory dwelling unit (ADU) on the lot?  Yes  No  
 Construction of original residence was completed in the year \_\_\_\_\_  
 Is the single family dwelling the sole principal dwelling on the lot?  Yes  No  
 Will an addition or alteration be necessary to create an accessory unit?  Yes  No  
 Does proposal involve construction of a unit detached from the primary residence?  Yes  No  
 Does proposal involve conversion or addition to a detached garage?  Yes  No  
 If yes, when was garage originally constructed? \_\_\_\_\_  
 Does proposal involve construction of a unit detached from the primary residence and detached from a garage?  Yes  No

If yes, is the lot 20,000 square feet or larger?  Yes  No

Is there a bed and breakfast or child care center on the property?  Yes  No  
 Total square footage of all buildings on lot: \_\_\_\_\_sf  
 Existing residence: \_\_\_\_\_sf  
 Existing garage: \_\_\_\_\_sf  
 All other buildings: \_\_\_\_\_sf

Square footage of accessory dwelling unit only: \_\_\_\_\_sf

How many off-street parking spaces, including those in a garage, currently exist on the site? \_\_\_\_\_

**ACCESSORY DWELLING UNIT (ADU) REQUIREMENTS:**  
**(See Palmer Municipal Code 17.86 for complete regulations)**

Owner's initials  
 \_\_\_\_\_

- A. One ADU is permitted per residentially or agriculturally zoned lot larger than 10,000 square feet. \_\_\_\_\_
- B. One ADU may be added to or created within a detached single-family dwelling on a lot, tract, or parcel, if the detached single-family dwelling is the sole principal dwelling on the lot, tract, or parcel. \_\_\_\_\_
- C. The owner must occupy either the principal or accessory dwelling unit a minimum of six months each calendar year. \_\_\_\_\_
- D. The owner may not receive any rent from the owner-occupied unit. \_\_\_\_\_

**ACCESSORY DWELLING UNIT (ADU) REQUIREMENTS:**

Owner's initials

**(See Palmer Municipal Code 17.86 for complete regulations)**

E. Detached ADUs not part of a garage may be developed only on lots of 20,000 square feet or larger. \_\_\_\_\_

F. An ADU may be developed in either an existing or a new dwelling unit. \_\_\_\_\_

G. An ADU shall not be permitted on any lot with a bed and breakfast or child care center. Other home occupations shall be allowed, subject to existing regulation, in either the ADU or the principal dwelling unit, but not both. \_\_\_\_\_

H. For purposes of securing financing, a potential owner may request and receive a letter of pre-approval from the city indicating property is eligible for an ADU permit if the potential owner completes the application process and construction in accordance with this section. \_\_\_\_\_

I. An ADU shall not be sold separately unless legally subdivided. \_\_\_\_\_

As a condition of the building permit for an ADU the property owner shall file with the State of Alaska Recorder's Office a covenant pertaining to the property stating that the title company shall notify the city of Palmer within 30 calendar days of change of ownership. The above declaration is binding upon any successor in ownership of the property; lack of compliance shall be cause for revocation of the permit.

An ADU permit is not transferable to any other property or person. When a property with an ADU is sold or otherwise transferred, the new owner must apply for an ADU permit as set forth in PMC [17.86.020](#) within 60 days from the date of transfer.

I certify that I am the owner of this residence and have read the requirements listed above, as well as Palmer Municipal Code 17.86 Accessory Dwelling Units. I also certify that the information I have given is correct and that I now comply and will continue to comply with all of the above listed requirements.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Nonrefundable Fee: \$50.00       Paid**

NOTE: You will be notified in writing whether this application has been approved or not. If approved, an Accessory Dwelling Unit permit will be issued.

**For Office Use Only:**

Date Application Received for Review: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Fee Paid

In Compliance

Approved

Not in compliance

Denied

Building Department:

Approved

Denied

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **17.86.040 Development standards**

Development standards ensure that accessory dwelling units maintain and are compatible with the single-family appearance and character of the principal residence, lot, and neighborhood. All ADUs must conform to the following standards:

A. Codes. The ADU shall conform to all applicable codes, laws, and regulations.

B. Design. Attached ADUs shall maintain the style and exterior finishes consistent with the existing structure. Detached ADUs shall have exterior finishes that are consistent with local industry standards for residential exterior cladding. All exterior work shall be completed within eight months of start of construction.

1. Accessory dwelling units contained within the principal dwelling unit shall be connected to each other by an interior door.

2. There may be only one entrance located on each front or street side of the residence.

C. Height. The maximum height of a detached ADU shall be 25 feet.

D. Lot Area. The combined square footage of the principal and accessory dwelling units may not exceed the lot area coverage in the underlying zoning district.

E. Orientation. On lots of 40,000 square feet or less, detached ADUs shall be located at least 10 feet behind the front plain of the principal dwelling unit. On lots of 20,000 square feet or over, should the placement of the ADU in the rear of the lot negatively impact a neighbor's view shed, a waiver from this requirement may be requested from the planning and zoning commission. Testimony from the impacted neighbors is encouraged.

F. Parking. One parking space shall be provided on site for each studio and one-bedroom ADU. Two parking spaces shall be provided on site for each two-bedroom ADU. Parking for the accessory unit is in addition to the required parking for the principal dwelling.

G. Setbacks. ADUs are subject to the setback and coverage requirements of the underlying zone.

H. Size. The ADU shall not be more than 40 percent of the gross floor area of the principal dwelling unit. An ADU may not be less than 300 square feet or more than 900 square feet. A maximum of two bedrooms is permitted.

## Covenant for Accessory Dwelling Unit

The Palmer Municipal Code Title 17, chapter 17.86 addresses accessory uses and structures on residential property located in the City of Palmer. Section 17.86.060 requires the owner of property to record a Covenant in the real estate records and provide a copy to Community Development, before a building permit for an accessory use structure can be obtained.

The owners intend to build an accessory dwelling unit, and to record this Covenant in compliance with Palmer Municipal Code 17.86.

Legal Description of Property:

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*(If the legal description is lengthy, you may use an attachment. Important: Use the legal description from the Deed or Certificate of Title, not a property tax legal description or street address.)*

The Owners of the above property are: *(List each owner's first and last name)*

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The Owners agree to restrict use of the principal and accessory dwelling units located on the above- described property in compliance with Palmer Municipal Code, Title 17, Chapter 17.86, Accessory Dwelling Units.

As a condition of the accessory dwelling unit, the Owners shall have the title company notify the City of Palmer within 30 calendar days of change of ownership.

The Owners agree to notify all prospective purchasers of those requirements.

The restrictions include that an owner of the property shall occupy at least one dwelling unit on the zoning lot as their primary place of residence a minimum of six months each calendar year, or, the owner shall remove those features of the accessory dwelling unit that make it a dwelling unit, as determined by the City of Palmer Community Development.

At the request of a property owner and upon an inspection finding that an accessory dwelling unit has been removed from the owner's property, the zoning administrator for the City of Palmer shall record a release of this Covenant.

\_\_\_\_\_  
(Property Owner) Date

\_\_\_\_\_  
(Property Owner) Date

CERTIFICATE OF ACKNOWLEDGEMENT OF NOTARY PUBLIC

STATE OF ALASKA )  
) ss:  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, before the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared, \_\_\_\_\_, and he/she acknowledged that he/she had signed the same freely and voluntarily for the uses and purposes therein stated.

WITNESS my hand and official seal the day and year in this certificate first written.

\_\_\_\_\_  
NOTARY PUBLIC FOR STATE OF ALASKA  
My Commission Expires: \_\_\_\_\_