



ADU Submission Process & Checklist

Before filing a Building Permit for an Accessory Dwelling Unit (ADU) please complete this checklist.

Pre-Submission Meeting: Applicants may contact City Plan Staff to review the nature of the project and to review the overall process prior to applying.

STEP 1

Read the Accessory Dwelling Unit Ordinance.

- ✓ Prior to making any submission, please review the *Accessory Dwelling Unit Zoning Ordinance*.

STEP 2

Identify the zoning of the property.

- ✓ Please review the Zoning of the property via the *City's Interactive Zoning Map*. Accessory dwelling units are only permitted in the RM-1, RM-2, RS-1, RS-2 Zoning Districts. If the property lies within any other zoning district, please contact City Plan.

STEP 3

Ensure the ADU is compliant.

Prior to making any submission, the following requirements must be met:

- ✓ The property owner must live on-site.
- ✓ The property must not have any outstanding Building and Fire Safety Code Violations.
- ✓ The site must not have any outstanding Housing Code Violations.
- ✓ The site must have adequate water supply.
- ✓ The site must have adequate sewer infrastructure.

- 👉 See the *Accessory Dwelling Unit Application Compliance Review Sheet*

STEP 4

Affidavit of Residence.

- ✓ Please read the Accessory Dwelling Unit Owner Occupancy and Leave of Absence Rules, read, sign and notarize the Accessory Dwelling Unit Affidavit of Residence.

- 👉 Submit to New Haven City Clerk Office

STEP 5

Complete the Building Permit via City Squared.

- ✓ Describe the project in detail indicating all areas of work.
- ✓ Indicate if there is any off-street parking to be utilized in connection with the creation of an Accessory Dwelling Unit.
- ✓ Provide the original signature of the property owner.

- 👉 Submit via City Squared

STEP 6

Submit floor plans.

- ✓ All floor plans must be drawn on sheets no smaller than 8.5 x 11 inches.
- ✓ All floor plans must be drawn to a scale not smaller than 1 inch = 16 feet, if scaled.
- ✓ Floor plans of every floor directly associated with the proposed improvements within the structure(s), whether existing or proposed, must be provided.
- ✓ Every room shown on a floor plan must be labeled.
- ✓ All floor plans may be a sketch.

- 👉 Submit via City Squared

STEP 7

Submit photographs.

- ✓ Provide photographs of front, sides and rear of the existing property.
- ✓ All photographs must be in color.
- ✓ All photographs must be no less than 8 x 10 inches and submitted on individual sheets of paper.
- ✓ Each photograph must be accurately labeled with the location being shown and the description of the proposed work area(s).

- ✓ Photographs that have been altered in any way need to be labeled as such indicating the type of changes including but not limited to Photoshopping or cropping.
- ✓ Photographs must be submitted to document all work areas and show an overview of the structure or object being modified.

 *Submit via City Squared*

STEP 8

Submit a survey.

- ✓ If a survey is provided, the survey must provide must be signed and sealed (with the survey date indicated) of the lot where the improvements associated with the application are proposed.
- ✓ Surveys must be on sheets no smaller than 8.5 x 11 inches and drawn to as scale not smaller than 1 inch = 30 feet.

 *Submit via City Squared*

STEP 9

Submit a copy of your Regional Water Authority Consumption Bill.

- ✓ These can be accessed online or by contacting:
Jenine Wilson, Contract Records Technician
South Central Connecticut Regional Water Authority
90 Sargent Drive New Haven, CT 06511
(203) 401-2570
jwilson@rwater.com
<http://www.rwater.com>

 *Submit via City Squared*

STEP 10

Copy of Sanitary Sewer Permit and Approved Stamped GNHWPCA Plans.

- ✓ Contact:
Ricardo Ceballos, Project Engineer
Greater New Haven Water Pollution Control Authority (GNHWPCA),
260 East Street New Haven, CT 06511
(203) 466-4211
receballos@gnhwPCA.com
<http://www.gnhwPCA.com>

 *Submit via City Squared*

STEP 11

Provide a Plot Plan.

- ✓ Plot plan must be drawn on sheets no smaller than 8.5 x 11 inches, drawn to a scale not smaller than 1 inch = 16 feet, if scaled, and must include the building envelope of all structures on this site and show the property line and proposed and required setbacks.

 *Submit via City Squared*

STEP 12

Provide Elevations.

- ✓ All elevations must be drawn on sheets no smaller than 8.5 x 11 inches, drawn to a scale not smaller than 1" = 16' feet, and include proposed elevations of all sides of the structure(s) that are directly associated with the improvements.

 *Submit via City Squared*

STEP 13

Sign and notarize the Deed Restriction.

- ✓ Please type or print clearly and file the Accessory Dwelling Unit Deed Restriction with the Office of Land Records in the City Clerk's Office. Provide a copy of the filed Accessory Dwelling Unit Deed Restriction with your application.

 *Submit via City Squared*

STEP 14

Complete Zoning Table.

- ✓ Submit a zoning table completed using the format attached.

 *Submit via City Squared*

STEP 15

Submit Fees.

- ✓ All application fees can be paid via *City Squared*