Filing Fee for an Accessory Dwelling Unit Registration is $50.00

**Purpose:** The purpose of the Accessory Dwelling Unit Registration requirement is to support affordable and workforce housing options with reasonable limitations to minimize the impact on neighboring properties and neighborhoods, and to promote the health, safety, and welfare of the property owners and residents of accessory dwelling units.

The Community Development Director is authorized by the City Council to approve Accessory Dwelling Unit Registration Forms as per Chapter 17.50.219 of the Rapid City Municipal Code.

**Materials required of the Applicant:**
1. Payment of the Accessory Dwelling Unit Registration fee and a completed ADU Registration Form signed by the property owner(s);
2. A site plan drawn to scale showing all property lines with dimensions, location of buildings or additions, dimensions from buildings or additions to property lines, parking stalls, garbage collection points, utility meters, and utilities (public and private), including water and wastewater services from mains to the building(s) being served;
3. Floor plans for the accessory dwelling unit with labels on rooms indicating uses or proposed uses and points of access; and
4. Four large copies and one 8 ½ inch by 11 inch copy of the site plan and the floor plan.

**Procedure:**
1. Upon receipt of the completed registration form, the filing fee and the required information, City staff shall review the registration form for accessory dwelling units and accompanying information. Accessory dwelling units that are found to meet the standards of Chapter 17.50.219 of the Rapid City Municipal Code shall be approved by the Director and registered with the Department of Community Development.

2. **Appeal of Denial:** The Director may refuse to register an accessory dwelling unit which does not meet any one of the requirements found in Chapter 17.50.219 or elsewhere in the Code by providing written notice of the denial to the property owner and the basis for the denial.

The Director’s decision to deny may be appealed to the Common Council. A written notice of appeal shall be filed with the Director within seven (7) working days of the action taken. The Director shall timely notify the property owner(s) of the date and time of the Council hearing at which the appeal will be heard.
ACCESSORY DWELLING UNIT (ADU) REGISTRATION

Address: ___________________________________________________________

Address of ADU (to be provided by Staff): ________________________________

Name of Property Owner(s):_____________________________________________

Telephone Number:  ____________________________________________________

E-mail Address: _______________________________________________________

Lot Size: ______________________ Parcel ID #:_____________________________

Location of ADU: (check one)

_____ Internal or attached to the main structure     or     ________Detached

An ADU on lots with a lot area of less than 6,500 square feet or on property zoned Park Forest District must be located within the main structure only and may not be located in a detached accessory unit.

Signature of Property owner(s)

____________________________             __________________________
Print Name                                                Print Name

_____________________________           __________________________
*Signature                                                 *Signature

*Signature by the property owner(s) acknowledges that the property owner(s) shall occupy either the main structure or the accessory dwelling unit. In addition, the occupants of the remaining unit shall be limited to a family defined in Chapter 17.04.250 of the Rapid City Municipal Code and that the accessory dwelling unit shall not be sold or detached by deed and shall not be used as a short term rental (rented for a term of less than 28 days).

--------------------------------------------------For Staff Only--------------------------------------------------------------

STAFF RECOMMENDATION: ________________________________________________

___________________________________________________________________________

REVIEWED BY: ___________________________ DATE: ____________________________

AUTHORIZATION:                  ___________APPROVED            _______________DENIED

COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE

DATE

File#__________________       Associated File#___________________
*The City has no authority to enforce a Homeowner Association’s Covenant Agreement. However, it is recommended that the property owner(s) determine if a Covenant exists on the property and confirm that an Accessory Dwelling Unit is a permitted use within the terms of the Covenant Agreement.

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>STAFF</th>
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<tbody>
<tr>
<td>Completed Application, signed by the property owner(s)</td>
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<tr>
<td>Filing Fee</td>
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<tr>
<td>Site plan drawn to scale</td>
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<tr>
<td>Floor plan for the Accessory Dwelling Unit</td>
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<tr>
<td>Elevation (picture) of detached Accessory Dwelling Unit with height dimensions</td>
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<tr>
<td>Four large copies and one 8 ½ inch by 11 inch copy of site plan and floor plan</td>
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**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION**

- All property lines with dimensions
- Location of buildings, additions and all existing and proposed structures
- Dimensions from buildings or additions to property lines
- Parking stalls
- Garbage collection points
- Utility meters and utilities (public and private), including water and wastewater services from mains to the building(s) being served

**FLOOR PLAN FOR THE ADU MUST INCLUDE THE FOLLOWING INFORMATION**

- Labels on all rooms indicating uses or proposed uses
- Points of access

| APPLICANT SIGNATURE | DATE: | STAFF SIGNATURE | DATE: |