

DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City
300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4120 - www.rcgov.org

ACCESSORY DWELLING UNIT (ADU) REGISTRATION FORM

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# _____

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ACCESSORY DWELLING UNIT REGISTRATION CHECKLIST

χ	APPLICANT	STAFF	χ
	Completed Application, signed by the property owner(s)		
	Filing Fee		
	Site plan drawn to scale		
	Floor plan for the Accessory Dwelling Unit		
	Elevation (picture) of detached Accessory Dwelling Unit with height dimensions		
	Four large copies and one 8 ½ inch by 11 inch copy of site plan and floor plan		
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:

***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.**