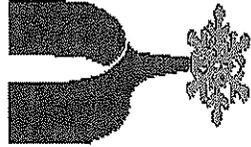


City of
Steamboat Springs 

SECONDARY DWELLING UNIT

APPLICATION

FOR

NEW UNITS w/Building Permits



SECONDARY DWELLING UNIT PROCEDURES NEW UNITS w/Building Permits

STEP ONE:

- Applicant will submit a Secondary Unit - Use with Criteria Application to the City of Steamboat Springs Dept. of Planning & Community Development.
 - A. Applicant will take a copy of this approved Secondary Unit – Use with Criteria with them to the Routt County Regional Building Dept. (RCRBD) to submit with their application for a building permit.

STEP TWO:

- Applicant will apply for a building permit thru the RCRBD for new construction or renovation for a Secondary Dwelling Unit.

STEP THREE:

- RCRBD will route the building permit to the City of Steamboat Springs.
 - A. City will review building permit and Secondary Unit – Use with Criteria concurrently. If Use with Criteria application complies with City regulations and International Codes, the City and County will approve the building permit.
 - B. City of Steamboat Springs GIS Dept. will issue a separate address which must be posted on the secondary unit prior to inspection by Fire Prevention.

STEP FOUR:

- Applicant proceeds with construction.
 - A. Once construction is complete RCRBD will conduct a final inspection for compliance with the International Building Codes.

STEP FIVE:

- Once construction is deemed to be in compliance with International Codes, RCRBD provides the applicant with a Certificate of Approval/Inspection
 - A. A copy of the Certificate of Approval/Inspection will be provided to the City of Steamboat Springs Planning Dept.
 - B. Once this copy is received by Planning Dept. a letter will be sent to applicant stating that this unit has been formally registered with the City of Steamboat Springs.



DEPARTMENT OF PLANNING SERVICES
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 871-8258

USE WITH CRITERIA (CR) CHECKLIST/APPROVAL FORM

A completed Application Form must accompany this form.

SECONDARY UNIT

File #: _____

Applicant Name: _____ Date: _____

Applicant Address: _____
Phone: _____

Owner's Name/Address/Phone (If different from applicant): _____

Zoning: _____

Address/Legal Description of CR: _____

Are the following attached?

- Submittal Requirements Form, Utility Registration Checklist, Affidavit of Ownership/Authorization Form

The proposed **SECONDARY UNIT** use meets all of the following criteria:

- ___ a. *Review.* Review shall be prior to or concurrently with a development or building permit, as applicable.
- ___ b. *Inclusions.* A secondary unit is an independent dwelling unit with a sleeping area, bathroom and kitchen.
- ___ c. *Zoning.* Secondary Units shall be allowed in RE-1/S, RE-2/S, RN-1, RN-2, RN-3, RO, MF-1, MF-2, MF-3, CN, CY or G1. This criterion is absolute and may not be varied or waived

through the public review process. Secondary Units in the I Zone District are allowable only after review and approval as a conditional use.

- **___ d. Vehicular access.** Lots that share a common access with other lots must submit a signed letter to the Director from all owners or easement holders of such access stating that there is no objection to a secondary unit. The principal unit and secondary unit shall share the same access unless access to the secondary unit is available and feasible from an alley. This criterion shall not apply to lots that have the minimum lot area for a duplex in the RN-1, RN-2, RN-3, RO, CO, or CY Zone Districts.
- **___ e. Parking.** Parking shall be provided on site for secondary units in accordance with section 26-137 and shall be arranged so that it does not obstruct access to neighboring properties and does not eliminate any existing front yard landscaping.
- **___ f. Secondary unit appearance and entrances.** Attached principal and secondary units may have only one front entrance and should appear from the street to be a single-family dwelling and not a duplex structure. Other entrances must be on the side or in the rear of the structure or in a location that is concealed when viewed from points along the front setback. A common entrance foyer with entrances leading from the foyer to each of the units is preferred. Detached secondary units in accessory structures are allowed.
- **___ g. Prohibitions.** No secondary unit shall be allowed in a duplex structure or on the same lot as a duplex structure.
- **___ h. Size limitation.** The secondary unit shall be no larger than six hundred and fifty (650) square feet whether located in a principal or accessory structure. This size shall be calculated from the interior side of secondary unit walls to the interior side of secondary unit walls excluding mechanical rooms, stairwells and those areas with a height of less than five (5) feet. When located in an accessory structure, the size of the accessory structure is required to comply with the maximum size of accessory structures as provided in the article.
- **___ i. Terms of rental.** The Secondary Unit may not be leased or rented for periods of time less than twenty-nine (29) days. Rental of secondary unit as a Vacation Home Rental is prohibited.
- **___ j Accessory structure.** In RE-1/S, RE-2/S, RN-1, RN-2, RN-3, CN or CY, when a secondary unit is located within an accessory structure, the secondary unit must comply with accessory structure criteria as listed in this section and must also comply with the principal structure setbacks for the applicable zone district. Where a secondary unit is to be located in an existing accessory structure, this criterion shall not be applicable.
- **___ k. Certificate of inspection.** For all existing, non-registered Secondary Units, a Certificate of Inspection shall be provided to the city to demonstrate compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria, which shall be created by the Routt County Regional Building Department. A Certificate of Inspection shall be provided to the applicant by the Routt County Regional Building Department only after the Secondary Unit has been inspected by a Routt County Regional Building Department inspector and deemed to be in compliance with the Steamboat Springs Secondary Dwelling Unit Inspection Criteria.
- **___ l. Certificate of occupancy/approval.** For all new Secondary Units constructed after February 13, 2009, a Certificate of Occupancy or Approval shall be obtained by the applicant and provided to city to demonstrate compliance with the International Codes. A Certificate of Occupancy or Approval shall be provided to the applicant by the Routt County Regional Building Department only after the Secondary Unit has been inspected by a Routt County

Regional Building Department inspector and deemed to be in compliance with the International Codes.

_____ **Approval Period.** Approval of a use with criteria is valid for three years. If the use has commenced within that time then the use is valid in perpetuity. Uses with criteria should be considered expired if the use has not commenced and/or a building permit has not been issued within the three-year approval period.

I understand that I must maintain compliance with all of the criteria listed above.

Signature of Applicant: _____ Date: _____