

ACCESSORY DWELLING UNITS

Accessory Dwelling Units

An Accessory Dwelling Unit (ADU) is an independent residential dwelling unit located on the same lot as a single family detached dwelling unit. ADUs may be located within the principal dwelling unit; attached to the principal dwelling unit; or separate from, but on the same lot as the principal dwelling unit.

Background Information

On November 18, 2024, City Council approved the Accessory Dwelling Unit regulations, to take effect January 1, 2025. The intent of regulating Accessory Dwelling Units is to reduce the environmental impact of residential construction by using existing land and resources more efficiently; to be used as an avenue to address the housing needs of residents; and to increase housing and provide an option for the City's changing demographics.

What is an Accessory Dwelling Unit

An Accessory Dwelling Unit is an attached or detached residential dwelling unit on the same lot as an existing single-family dwelling unit that provides complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation, all on the same parcel as the primary, single-family dwelling.

An Accessory Dwelling Unit is not house sharing; room for rent; new structure on its own lot; 2 units attached with a lot line through the structure; nor does it involve the use of an RV, mobile home, trailer, tiny home on wheels, etc.

Accessory Dwelling Unit (ADU) Info Sheet	
Provision	Allowance
ADUs Allowed	<ul style="list-style-type: none"> • 1 ADU per primary dwelling unit on same lot • Within principal dwelling unit (such as a basement or finished attic); unit must have its own private entrance • Attached to principal dwelling unit as an addition • Separate building on same lot
Comp Plan and Zoning	<ul style="list-style-type: none"> • Allowed with any single family <i>detached</i> property • Permitted in zones that allow single-family detached dwelling units as a permitted use
Codes/ Permitting	<ul style="list-style-type: none"> • Must be on a permanent foundation • All codes that would apply to residential construction apply including IRC, Fire (<i>inc. fire sprinklers</i>), utility connections, etc. • Full kitchen facilities required • Principal dwelling unit must have Certificate of Occupancy, ADU needs separate Certificate of Occupancy
Address	<ul style="list-style-type: none"> • Must have its own address (an address will be assigned during the review process); when applying for the permit apply under the principal dwelling unit's address • Construction plans should reflect all addressing for the site
Size	<ul style="list-style-type: none"> • Minimum: 190 sq ft • Maximum: 1200 sq ft or 50% of Gross Floor Area, whichever is less
Setbacks	<ul style="list-style-type: none"> • Front and side: same as those required for principal dwelling (i.e. those on a PDP or ODP) • Rear: same as required for accessory structures or 5 feet, whichever is greater
Design/ Architecture	<ul style="list-style-type: none"> • When located within the principal dwelling unit, the ADU must have its own separate entrance from the exterior (<i>we will not limit interior access if desired, but the ADU must still have its own exterior entrance</i>) • Lot coverage cannot exceed what is allowed for the primary dwelling unit • Maximum 2 bedrooms • Must match primary structure design through 3 of the following 7 elements: roof pitch and form; soffit and fascia style; exterior materials; window style, trim, and orientation; exterior door style; architectural features such as projections, dormers, balconies, porches, columns, and prominent entry features; or color palette
Parking	<ul style="list-style-type: none"> • Not required in most cases, primary dwelling unit must still meet minimum parking (<i>placement of ADU cannot reduce on-site parking below minimum for primary dwelling</i>) • One new space required only if <u>both</u> of following conditions: 1) There is no existing off-street parking for the lot; and 2) On-street parking is prohibited

Short Term Rental	<ul style="list-style-type: none"> • Allowed, subject to provisions for WMC Title V, Ch 24 and 11-4-18
Fees	<ul style="list-style-type: none"> • Building Permit fees, as determined by Building • Building Review fees, as determined by Building • Use Tax fees • Utility tap fees apply, as determined by PWU • Note, this is not an extensive list of fees, other fees may apply
Not for Sale	<ul style="list-style-type: none"> • Units are considered an accessory use to a primary residential dwelling and may not be sold separately, or subdivided on to a separate lot
Approval	<ul style="list-style-type: none"> • Building permit approved by staff, no ODP amendment required • HOA approval not required • Variance option, same as single family residential • Simplified variance option solely for relief from architectural design provisions, only has to meet WMC 2-2-8(B)(6)

Applying for an Accessory Dwelling Unit Permit

Step 1

Read the Accessory Dwelling Unit requirements and collect the information/documentation needed for application submittal.

Step 2

Apply for an Accessory Dwelling Unit permit by visiting the [eTRAKiT](#) portal. Make sure to have all electronic documentation ready for upload. Complete and submit the Accessory Dwelling Unit permit application via [eTRAKiT](#). Please visit our [eTRAKiT help page](#) for more eTRAKiT information.

Step 3

City staff will be notified of the Accessory Dwelling Unit permit submittal and will review for completeness. An email with further information regarding the permit will be sent after reviews take place.

Please note, it can take staff up to 4 weeks to review Accessory Dwelling Unit permits.

Additional Information

eTRAKiT portal: <https://develop.cityofwestminster.us/etrakit/>

Accessory Dwelling Unit Westminster Code:

https://library.municode.com/co/westminster/ordinances/code_of_ordinances?nodeId=1332081

Contacts

Building Division	permits@westminsterco.gov	303.658.2075	Building Website
Fire Department	fire@westminsterco.gov	303.658.4500	Fire Website
Planning Division	planning@westminsterco.gov	303.658.2092	Planning Website
Public Works	utilops@westminsterco.gov	303.658.2500	Public Works Website