



Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

GENERAL INFORMATION

This application is for **Administrative Approval of an Accessory Dwelling Unit (ADU)** pursuant to **Section 44-73 and Section 44-73.1** of the Town of Center Municipal Code. ADUs that meet all applicable objective standards for ADUs in Residential Zone Districts are eligible for administrative approval and do not require a public hearing.

Approval of this application authorizes the applicant to apply for building permits; it does **not** authorize construction.

SECTION A – APPLICANT & PROPERTY INFORMATION

Property Address: _____

Assessor Parcel Number (APN): _____

Zoning District: R PUDR Other (specify): _____

**Note: ADU's proposed in a Commercial Zoning District require an additional Commercial ADU application and will be required to obtain approval from Planning Commission and City Council.*

Property Owner Name(s): _____

Mailing Address: _____

Phone: _____ **Email:** _____

If applicant is not the property owner:

- **Applicant Name:** _____
 - **Owner Authorization Attached:** Yes No
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SECTION B – ADU TYPE & PROPOSAL DESCRIPTION

Type of ADU (check one):

- Internal (within existing principal structure)
- Attached (addition to principal structure)
- Detached (separate accessory structure)



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Proposed ADU Floor Area (sq. ft.): _____

Note: Maximum size for a detached unit is 750 sq.ft. Integrated/attached ADUs must not exceed 30% of the principal structure floor area unless located in the basement/garden level.

Number of Bedrooms: Studio 1 2 (if permitted)

Existing or New Construction: Existing New

Brief Description of Proposal:

SECTION C – CODE COMPLIANCE CHECKLIST (Applicant Verification)

Check each box to affirm compliance with applicable standards. Incomplete or inaccurate responses may delay review.

Eligibility & General Standards

- One ADU per lot or principal structure
- ADU is accessory and subordinate to the principal dwelling
- ADU will remain under common ownership with the principal unit
- Minimum rental period of 90 days (if rented)

Size & Configuration

- Detached ADU does not exceed 750 sq. ft.
- Integrated ADU does not exceed 30% of principal structure floor area (unless full basement/garden level)

Setbacks & Dimensional Standards

- ADU complies with all applicable setbacks and dimensional standards of the zoning district (Section 44-38)

Utilities

- Independent utility services provided for the ADU (detached only)



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- Water/Wastewater service method complies with Town requirements

Life Safety & Access

- Adequate emergency access provided
 - ADU will comply with IRC, IECC, and all applicable building and fire codes
-

SECTION D – REQUIRED SUBMITTALS

The following materials must be submitted with this application:

- Completed application form
 - Proof of property ownership or owner authorization
 - Written statement identifying ADU type (attached, detached, or internal)
 - Site plan showing:
 - Property boundaries
 - Existing and proposed structures
 - Setbacks
 - Access and parking
 - Utility connections
 - Floor plans and elevations sufficient to verify size and compliance
 - Utility plan showing proposed service connections
 - Short-term rental disclosure (if applicable)
 - Covenant disclosure acknowledgment
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SECTION E – AFFIDAVITS & DISCLOSURES



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Short-Term Rental Disclosure

I acknowledge that if the ADU is used as a rental unit, it must comply with Section 44-74 of the Town Code and meet the minimum 90-day rental period requirement.

Applicant Initials: _____

Covenant Disclosure

I acknowledge that the Town of Center does not enforce private covenants, and approval of this application does not guarantee compliance with any private restrictions.

Applicant Initials: _____

SECTION F – APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that approval is based solely on compliance with objective standards of the Town Code.

Applicant Signature: _____ **Date:** _____

SECTION G – STAFF REVIEW (TOWN USE ONLY)

Date Application Received: _____

Completeness Determination (within 10 business days):

- Complete
 - Incomplete (list missing items below)
-

Administrative Decision:

- Approved
- Approved with Conditions (objective only)
- Denied



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Findings:

- Application complies with Section 44-73 (Accessory Dwelling Units)
- Application complies with Section 44-38 (Dimensional Standards)
- Life safety and utility standards satisfied

Conditions of Approval (if any):

Decision Date: _____

Review Authority Signature (Building Inspector): _____

NOTICE OF EXPIRATION & APPEAL

- Administrative ADU approval expires if a building permit is not issued within 12 months.
 - One extension of up to 6 months may be granted upon written request.
 - Appeals must be filed within the time period specified in Town Code and are limited to the administrative record.
-



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COMMERCIAL ZONING DISTRICT ADU APPLICATION

Applicability

This addendum applies **only** to Accessory Dwelling Units proposed within the **Commercial Business (CB)** and **Commercial Highway (CH)** zoning districts, where ADUs are subject to **Special Review** pursuant to Article 44-III in addition to compliance with Sections 44-73 and 44-73.1.

This addendum must be submitted **in conjunction with** the Administrative ADU Application form.

SECTION H – COMMERCIAL USE INFORMATION

Principal Commercial Use Description:

Hours of Operation: _____

Length of Time Business Has Operated at This Location: _____

The principal commercial use is legally established and operational at the time of application.

SECTION I – COMMERCIAL ADU COMPLIANCE CHECKLIST (Applicant Verification)

Note: only required for ADUs proposed in Commercial Zone Districts

The applicant shall demonstrate compliance with the additional standards applicable to ADUs in commercial zoning districts.

Accessory Relationship & Intensity

- The ADU is clearly subordinate and incidental to the principal commercial use.
- The ADU will not function as a standalone or primary residential use.
- Approval of the ADU will not establish residential density rights in the district.



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Size & Limits

- ADU floor area does not exceed **750 square feet**.
- Only **one ADU** is proposed on the lot or per principal structure.

Compatibility & Operations

- Location and design of the ADU are compatible with surrounding land uses.
- ADU will not introduce land use conflicts related to noise, deliveries, hours of operation, or public safety.
- ADU access, parking, and utilities do not impair operation of the principal commercial use.

Continuity of Commercial Use

- The principal commercial use will remain continuously operational.
- Applicant acknowledges that ADU approval is subject to termination if the principal commercial use ceases for **12 months or more**.

SECTION J – REQUIRED ADDITIONAL SUBMITTALS (COMMERCIAL ADUs)

- Narrative describing the functional relationship between the ADU and the principal commercial use
- Site plan clearly identifying:
 - Commercial use areas
 - ADU location and entrance
 - Parking allocation for commercial use and ADU
- Operational plan addressing noise, deliveries, access, and public safety
- Floor plans clearly distinguishing commercial and residential spaces

SECTION K – APPLICANT ACKNOWLEDGEMENT (COMMERCIAL ADUs)

I acknowledge that approval of an ADU in a commercial zoning district:



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- Does not permit residential use as a primary use;
- Does not establish residential density rights;
- Is contingent on the continued operation of the principal commercial use; and
- May be revoked consistent with Town Code if standards are no longer met.

Applicant Signature: _____ **Date:** _____

SECTION L – SPECIAL REVIEW FINDINGS (TOWN USE ONLY)

- ADU is subordinate and incidental to the principal commercial use
- ADU will not create land use conflicts
- Adequate access, parking, and utilities provided
- Commercial activity remains the primary use of the site

Special Review Decision:

- Approved
- Approved with Conditions
- Denied

Conditions of Approval (if any):

Decision-Making Body: Planning Commission Town Board

Decision Date: _____

Authorized Signature: _____

