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## ADMINISTRATIVE REVIEW FOR AN ACCESSORY DWELLING UNIT

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### WHAT IS AN ACCESSORY DWELLING UNIT (ADU)?

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In Minneapolis, an Accessory Dwelling Unit, or ADU, is defined as a room or set of rooms with its own cooking, sleeping, and sanitation facilities, and which is located on the same lot as a single- or two-family home. The ADU must be smaller in area compared to the main dwelling to which it is accessory.

### CAN I ESTABLISH AN ADU ON MY PROPERTY?

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ADUs are permitted on lots where single- and two-family homes are allowed as a permitted or conditional residential use throughout the City. In addition, the property owner must reside in either the main house or in the ADU as their primary residence. This restriction must be recorded on the deed. If your home is located in a Residence, Office Residence, Commercial, or Downtown zoning district, or is located within the Industrial Living Overlay District, you may be able to establish up to one ADU on your property. To verify the zoning of your property, please visit <http://www.ci.minneapolis.mn.us/propertyinfo/> or call 311.

### WHAT ARE THE THREE TYPES OF ADUS?

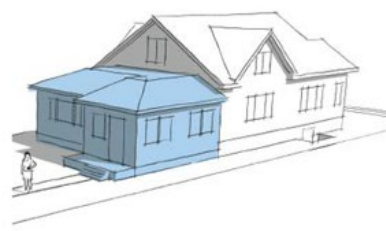
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There are three primary ADU types: internal, attached, and detached. An internal ADU is located within the walls of an existing or newly constructed home, while an attached ADU would be located in a separate addition to an existing home. An ADU can also take the form of a “detached” freestanding structure on the same lot as a principal dwelling unit. *Image credit: Peter Crandall, City of Minneapolis*

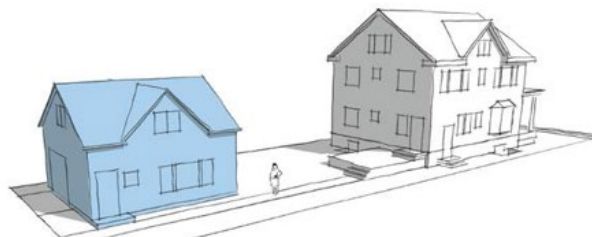
Interior ADU: attic or basement



Attached ADU



Detached ADU



For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

**TABLE: SUMMARY OF ADU REGULATIONS**

	INTERNAL	ATTACHED	DETACHED
<b>NUMBER OF ADUs PER LOT</b>	Only one ADU is allowed per lot. An ADU is allowed on the same lot as a single- or two-family home.		
<b>OWNER-OCCUPANCY</b>	The property owner must reside in either the main house or in the ADU as their primary residence. This restriction must be recorded on the deed.		
<b>FLOOR AREA</b> <i>Minimum</i>	300 sq. ft.		
<i>Maximum</i> (The ADU shall always be smaller in area than the main unit.)	800 sq. ft.; may exceed 800 sq. ft. if structure existed as of January 1, 2015. All internal ADUs must be located on one level and cannot exceed the area of the first floor.	800 sq. ft.	1,300 sq. ft. of habitable and parking areas on all levels, or 16% of the lot area, whichever is greater (not to exceed 1,600 sq. ft.). Footprint of detached ADU and any other parking areas on-site cannot exceed 676 sq. ft. or 10% of the lot area, whichever is greater.
<b>HEIGHT</b>	Cannot exceed the height of the principal structure.		ADU cannot exceed the height of the principal structure or 20 ft., whichever is less. The highest point of the ADU's roof cannot exceed the highest point of the roof of the main house.
<b>SETBACKS</b> <i>Front yard</i>	Zoning district setbacks apply		ADU must be located to the rear of the main house.
<i>Interior side yard</i>	Zoning district setbacks apply.		3 ft. if located in rear 40 ft. of the lot.
<i>Corner side yard</i>	Zoning district setbacks apply.		
<i>Rear yard</i>	Zoning district setbacks apply.		3 ft. if garage doors face the side or front. 5 ft. if garage doors face the rear lot line and/or if the rear lot line coincides with the side lot line of a property in a Residence or Office Residence district.
<i>Reverse corner side yard</i>	Zoning district setbacks apply.		2/3 of the depth of the required front yard of the adjacent property to the rear based on its district setback requirements.
<i>Distance from house</i>	n/a		20 ft. from the habitable portion of the house.
<b>PARKING</b>	An additional parking space is not required for the ADU. Site must contain at least 1 space/dwelling unit for all other units.		
<b>DESIGN</b> <i>Entrances</i>	New entrances to the ADU may not face the public street.		Entrances facing the public street or alley are encouraged.
<i>Windows</i>	n/a		Not less than 5 percent of the entire elevation facing an alley or public street shall be windows.
<i>Exterior materials</i>	Must match the principal structure.		Must be durable, including but not limited to masonry, brick, stone, wood, cement-based siding, or glass.
<i>Stairways</i>	Must be enclosed or located entirely to the rear of the main house.		Allowed if the railing finish matches the trim of the detached ADU and is not raw or unfinished lumber.
<i>Balconies and decks</i>	Balconies and decks shall not face an interior side lot line. Rooftop decks are prohibited.		

*This table provides a summary from Chapter 537 of some of the applicable standards for ADUs. Please refer to the Minneapolis Code of Ordinances, Title 20 for the complete requirements. All ADUs must meet current residential, building, mechanical, and electrical code standards. Please contact the City of Minneapolis if you have any questions.*

## APPLICATION PROCESS

This application packet is used to file an administrative application for zoning approval of a building permit for an accessory dwelling unit. The packet is a tool for gathering property-related information relevant to the application. It contains a checklist of materials required for an administrative application for an accessory dwelling unit application and a worksheet to be completed by the applicant.

Applicants are encouraged to visit Room 300 of the Public Service Center to meet with Zoning and Plan Review staff to discuss the applicable provisions of the zoning ordinance and building codes.

<http://www.minneapolismn.gov/mdr/index.htm>

To file the application, the applicant returns to the Development Services office and submits the required materials to the Development Coordinator. Only applications that include all of the required items as identified in this land use application form are accepted. If any items are missing at the time of submittal, the application is deemed incomplete and staff may not accept the application. Please note that proof of recording an owner occupancy covenant with Hennepin County's Recorder's Office is not required at the time of submitting the administrative review application for an accessory dwelling unit, but the proof of recording the document with Hennepin County is required prior to building permit issuance.

Acceptance of an application for filing does not deem the application complete. The assigned planner will determine if the land use application is complete by conducting a thorough review of the application materials. The review may necessitate additional information, resulting in an incomplete application.

In the case of an incomplete application, staff issues a letter within fifteen (15) business days of the filing date of the application. The letter details the deficiencies of the application. When the applicant remedies the deficiencies, staff makes a final decision on behalf of the zoning administrator. The planner will author the final decision, including the conditions, if any, associated with an approval. Land use applications that remain incomplete for thirty (30) days or more are deemed withdrawn and returned to the applicant. In such cases, the applicant who still wishes to proceed must refile the application.

Any affected person can appeal the findings and decisions made by the zoning administrator. The appeal must be filed within ten (10) calendar days of the original decision or the decision is final. The Board of Adjustment hears each appeal of a zoning administrator decision.

## ACCESSORY DWELLING UNIT APPLICATION REQUIREMENTS - INITIAL CHECKLIST

**If any of the items are missing at the time of submittal, staff will not accept the application.<sup>1</sup>**

	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A letter from the property owner, if other than the applicant, authorizing the application.
	Electronic copy of the application submittal.
	Verification of historic status of property and submission of any required HPC application(s). <sup>2</sup>
	Photos of property and <b>all</b> sides of the existing structure(s).
	Two copies (plus one 8 ½ x 11) of a scaled and dimensioned site plan. <sup>3</sup> Must include the following items: <ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Streets, sidewalks and alleys, existing and proposed curb cuts. Indicate if public areas are to be vacated.</li> <li>▪ Indicate traffic flow on streets, alleys and drives.</li> <li>▪ Adjacent uses (show location and identify).</li> <li>▪ Building footprints and square footages (include garages and other accessory structures).</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.</li> <li>▪ Walls, screens and fences (show location, type and height).</li> <li>▪ Mechanical equipment (air conditioning units, electrical transformers, etc.)</li> <li>▪ Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.</li> <li>▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number).</li> <li>▪ Natural features and topography.</li> <li>▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).</li> <li>▪ Indicate north arrow and date the plan was drawn.</li> <li>▪ Stormwater management plan for sites over one acre.</li> <li>▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.</li> </ul>
	Two copies (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade.
	One copy of scaled and dimensioned elevations showing the existing or proposed principal dwelling. (detached accessory dwelling units only).
	Two copies (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors.
	Recorded Covenant for Owner Occupancy with Hennepin County (required after it is determined that plans will receive Zoning and Plan Review approval, and prior to building permit issuance). Proof of recording shall be provided to the City. Proof of recording is the cover page supplied by Hennepin County when the document is recorded that shows a bar code and filing date and a copy of the document recorded. Covenant form here: <a href="http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-136455.pdf">http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-136455.pdf</a>
	Annual rental license: <a href="http://www.ci.minneapolis.mn.us/inspections/rental/index.htm">http://www.ci.minneapolis.mn.us/inspections/rental/index.htm</a>

<sup>1</sup> City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may be requested during the evaluation process.

<sup>2</sup> Demolition of an existing structure requires review by CPED staff to determine if the property is an historic resource.

<sup>3</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale.*

## ACCESSORY DWELLING UNIT APPLICATION WORKSHEET

<b>Property Owner/ Applicant</b>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Email		
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name		
	Mailing Address Including City, State and Zip Code		
	Phone Number		
	Email		
<b>Property Information</b>	Address(es)		
	Identification Number(s)		
	Lot Area		
<b>Building Data – Principal Structure</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross Floor Area (square feet)	Existing:	Proposed:
	Building footprint (square feet)	Existing:	Proposed:
	Floor area of primary unit to which the ADU is accessory	Existing:	Proposed:
	Building height of principal structure	Proposed height (stories/feet):	Proposed tallest point (feet):
	Number of Dwelling Units:	Existing, not including ADU:	Proposed, not including ADU:
	Primary exterior materials		
<b>Building Data – ADU only</b> <i>Fill in applicable data</i>	Gross floor area (square feet)		
	Building footprint – detached only (square feet)		
	Building height	Proposed height (stories/feet):	Proposed tallest point (feet):
	Primary exterior materials		
<b>Parking Data</b>	Number of Spaces	Existing:	Proposed:

## FEES

APPLICATION TYPE	FEE (DOLLARS)
Administrative accessory dwelling unit	325

### ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant):

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Applicant's name (please print):

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Applicant's signature:

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