

## Accessory Dwelling Unit (ADU) Worksheet

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An ADU is a secondary, self-contained residential unit located on the same lot as a primary residence. It can be attached, detached, or built within an existing structure, such as a basement or garage. **Requirements and specifications are subject to local zoning, permitting, and building regulations.**

**Primary Property Address:** \_\_\_\_\_

**ADU Address if Different:** \_\_\_\_\_

### 1. General Information

- **Type and Location of ADU:**

**Detached**

- Backyard     Side Yard     Separate Parcel

**Attached**

- Basement             First Floor Adjoined to Main House  
 Second Floor         Other: \_\_\_\_\_

- **Year Built or Converted:** \_\_\_\_\_
- **Finished Square Footage of ADU:** \_\_\_\_\_
- **Total Square Footage of ADU:** \_\_\_\_\_
- **Number of Bedrooms in ADU:** \_\_\_\_\_
- **Number of Bathrooms in ADU:** \_\_\_\_\_
- **Kitchen:**     Full     Partial

### 2. Legal & Zoning Information

- **Is the ADU permitted?**     Yes         No  
If Yes, provide permit number: \_\_\_\_\_  
If No, explain: \_\_\_\_\_
- **Zoning Compliance Confirmed?**     Yes     No  
If No, explain: \_\_\_\_\_
- **Separate Address for ADU?**     Yes  No  
If Yes, list address: \_\_\_\_\_
- **Separate Utility Meters?**     Yes         No  
If Yes, which utilities are separately metered?  
 Electricity     Water         Gas             Sewer
- **Does the ADU have a separate entrance?**     Yes     No

### 3. Parking & Access

- **Parking Available for ADU?**     Yes     No  
 Private Garage     Private Driveway     Street Parking  
 Shared Garage     Shared Driveway     Carport     Other \_\_\_\_\_

- **Private Outdoor Space for ADU?**  Yes  No

If Yes, describe (e.g., patio, yard, deck, balcony): \_\_\_\_\_

#### 4. Rental & Usage Information

- **Is the ADU currently occupied?**  Yes  No

If Yes, lease details (long-term/short-term): \_\_\_\_\_

- **Is the ADU subject to rental restrictions (HOA, city ordinances)?**  Yes  No

If Yes, explain: \_\_\_\_\_

- **Is the ADU eligible for short-term rental (e.g., Airbnb, VRBO)?**  Yes  No

If No, explain: \_\_\_\_\_

#### 5. Utilities & Systems

- **HVAC System for ADU:**

Shared with main house  Separate system

Other: \_\_\_\_\_

- **Water Heater for ADU:**

Shared with main house  Separate system

- **Sewer for ADU:**  Public  Private

Shared with main house  Separate system

- **Laundry Facilities for ADU:**

Shared  In-unit  None

- **Internet & Cable Access:**

Separate  Shared

#### 6. Additional Features

- **Does the ADU have any of the following?**

Private mailbox

Soundproofing from main home

Accessibility features (ramps, wide doorways, etc.)

Specify any Accessibility Features: \_\_\_\_\_

- **Any additional remarks, features or disclosures about the ADU?**

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