# Accessory Dwelling Unit Application & Approval Process, City of Madison, WI.

- OR- Paperwork & Cost of Involved in adding a "Granny Flat" to Your Home

ADUs are allowed as a "Conditional Use" only on owner-occupied properties with single-family detached houses.

**STEP 1:** Familiarize yourself with the City of Madison <u>"Conditional Use" permitting process.</u>

# **STEP 2: Decide if you need professional assistance:**

- 1. The Conditional Use application process.
- 2. The layout/design/details of your ADU.

If yes, get recommendations & contract for services.

## STEP 3: City of Madison Assessor's Office:

#### "Property Look-up" website:

- 1. Confirm "single-family" status.
- 2. Find zoning district code.

# STEP 4: City of Madison Ordinance Book,

### **Chapter 28: Zoning Code:**

- 1. Find the general ADU codes.
- 2. Find the specific ADU codes for your zoning district.

# STEP 5: Draw an accurate site plan of your property:

Include location and dimensions of existing buildings, driveways, walks, fences, and significant vegetation. Indicate lot lines and required setback lines for your district.

# **STEP 6: Determine what type of ADU will:**

- 1. Best suit your needs.
- 2. Meet general ADU codes.
- 3. Meet specific ADU codes for your district.
- 4. Fit on your property.

# STEP 7: Draw preliminary floor plans & elevations of new construction & draw in proposed changes on your site plan:

- 1. All new construction & modifications to existing structures.
- 2. Changes to driveway and parking.
- 3. Changes to significant vegetation.
- 4. Indicate required new walkways for ADU.
- 5. Indicate required open space.
- 6. Illustrate stormwater management strategy.

#### **STEP 8. Meet with the Director of Zoning:**

The Director of Zoning will review your preliminary proposal for compliance with all applicable codes and offer guidance.

STEP 9. Make revisions if needed.

STEP 10. Get preliminary construction cost estimates.

STEP 11. Secure Financing.

STEP 12. Notify neighbors, & Alder.

STEP 13. Prepare & Submit Formal Conditional Use Application & Pay Application Fee.

STEP 14. Attend public hearings & defend your proposal.

STEP 15. Make revisions if needed.

STEP 16. Pay fees, Secure Building Permit.

STEP 17. Hire contractor OR Build it yourself.

STEP 18. Pass City Building Inspection, Pay Inspection Fees, & Secure Occupancy Permit.

# **Additional Steps & Expense**

to secure an "Affordable Housing" or "Age 50 or older" Deed Restriction needed to waive "impact fees":

19. Hire a Real Estate Attorney.

20. Prepare Deed Restriction documents.

21. Pay filing fee & file Deed Restriction with the County.

STEP 22. Move In!



