

TOWN OF CALEDONIA
ACCESSORY DWELLING UNIT (ADU) PERMIT APPLICATION

(Caledonia Zoning Code Section § 130-85.2)

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New ADU Permit ADU Permit Renewal ADU Permit Discontinuance
(check one)

Tax Map # of ADU: _____ **ADU Permit # (if renewal):** _____

Property Owner's Name: _____

Property Owner's Phone #: _____

Property Owner's Address: _____

ADU Address: _____

Zoning District of ADU: _____ (ADUs only allowed in R-1 and R-R Districts)

AUD Permit Renewal Application Requirements

The following information shall be submitted to obtain a renewal of an existing AUD Permit:

1. Consent to inspection signed by property owner and tenant.
2. Copy of the signed landlord/tenant agreement for occupancy of the ADU (rent information may be redacted). Minimum rental term is six months.
3. Certification of owner occupancy signed by owner.
4. ADU Permit renewal fee.

New ADU Permit Requirements

1. Site plan approval from the Town of Caledonia Planning Board pursuant to Article XI of the Town of Caledonia Zoning Code is required to obtain a new ADU Permit.

2. The Planning Board requires a ten (10) of a survey map or plot plan indicating the proposed ADU and all front, side, and back setback dimensions (Include all other buildings with dimensions located on property. All easements on the property will be indicated.)
3. Ten (10) copies of site plans or building drawings necessary to demonstrate compliance with the following standards of Caledonia Zoning Code § 130-85.2(C):
 - a. A maximum of one ADU per lot.
 - b. Minimum habitable ADU floor area of 300 square feet
 - c. Maximum habitable ADU floor area of 50% of the habitable floor area of the lot's principal building.
 - d. Maximum of two bedrooms in the ADU.
 - e. Demonstration that the ADU will comply with the setback requirements of the principal building on the lot. Pre-existing nonconforming dimensional or coverage regulations are not increased.
 - f. No new entrances to the street-facing façade of a principal building are added for the purpose of creating the ADU.
 - g. The maximum building height is the lesser of 25 feet or the height of the one-family dwelling principal building.
 - h. Minimum of three off-street parking spaces with a minimum of one of the three off-street parking spaces designated for the ADU.
4. Consent to inspection signed by property owner and tenant (or property owner if there is no current tenant).
5. Copy of the signed landlord/tenant agreement for occupancy of the ADU (rent information may be redacted). Minimum rental term is six months. If no lease agreement is currently in place, the property owner will receive a Conditional ADU Permit that will require presentation of the signed landlord/tenant agreement prior to occupancy of the ADU by a tenant for the ADU Permit to become effective.
6. Certification of owner occupancy signed by owner.
7. If the lot is serviced by well water and/or a septic system, permits from the Livingston County Department of Health demonstrating the existing water well and/or septic system, as applicable, has sufficient capacity to accommodate the addition of the ADU.
8. New ADU Permit and ADU Permit site plan review fee.

9. Issuance of an ADU Permit for the construction or initial permitting of an ADU on an existing single-family residence on an approved lot is a Type II Action under the State Environmental Quality Review Act (SEQRA). No SEQRA EAF is required.

Acknowledgments

The undersigned acknowledges that the official date of a new ADU application is that of the next scheduled meeting of the Planning Board, as established by the Planning Board's calendar, provided that this application form and the required drawings have been submitted to the Planning Board at least fourteen (14) calendar days prior to the said meeting. At the time of submission, the Application Fee must be paid to begin the review process.

I/We, the undersigned, in making an application to the Town of Caledonia for an ADU Permit approval have reviewed the laws and regulations of the Town of Caledonia to the extent that they are applicable to this proposal and understand that:

1. **RULES:** No occupancy of an ADU as an ADU can occur until an ADU Permit or Conditional ADU Permit has been granted.
2. **CERTIFICATE OF OCCUPANCY:** NO building or premises or part thereof may be used or occupied until a Certificate of Occupancy has been issued by the Building Inspector; and
3. **PAYMENT OF FEES:** It is the Applicant's responsibility to reimburse the Town of Caledonia for certain reasonable out of pocket Town costs associated with the review of an initial ADU Permit application, including costs of legal notice fees for publication, engineering and legal fees, and mailing fees for notification of surrounding property owners. Publication and mailing fees will be collected at the time the Application to the Planning Board is submitted. Decisions will not become effective until the reimbursement of all applicable fees have been paid. For larger projects requiring more complex reviews, the Zoning Enforcement Officer may require that an escrow account be established for the payment of the above fees. Checks are payable to Town of Caledonia.
4. **BUILDING INSPECTION:** The Property owner and ADU tenant (if any) hereby consent to an inspection of the ADU and grounds of the Property by the Building Inspector to confirm compliance with the requirements of the Town of Caledonia Zoning Code § 130-85.2.

Applicant's Signature

Date

Tenant's Signature (if applicable)

Date

FOR OFFICE USE ONLY

Date	
Permit #	
Conditional?	
Issue Date	
Expiration Date (or within 60 days of transfer of ownership)	
Renewal Application Due Date	

OWNER OCCUPANCY AFFIDAVIT

COUNTY OF _____)

TOWN OF _____) ss:

_____ being duly sworn certifies the following under the penalty of perjury:

1. I am the owner of the property ("Property") having a street address of _____ in the Town of Caledonia, Livingston County, New York, having Tax Map # _____, and am duly authorized to make this certification.
2. I make this Affidavit in support of my application for an Accessory Dwelling Unit (ADU) Permit for the Property.
3. The Property is a one-family dwelling improved with, or to be improved with upon receipt of approval of an ADU Permit or Conditional ADU Permit, an ADU as such term is defined in the Town of Caledonia Zoning Code
4. The Property is my primary residence and I reside in either the principal residential building on the Property or in the ADU.

Printed Name of Property Owner

Signature of Property Owner

Sworn to before me

this _____ day of _____

Notary Public