



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544
Community Development Department
www.bayfieldgov.org/development

ACCESSORY DWELLING UNIT HANDOUT

REQUIRED SUBMITTAL INFORMATION

- ☐ Completed, Signed Land Use Application and Deposit per Adopted Fee Schedule:
www.bayfieldgov.org/development
- ☐ Digital PDFs are preferred for all Applications.
- ☐ Proof of ownership of the property in question (deed and encumbrances) and a notarized letter of authorization for any representative who may act on the property owners' behalf (if applicable)
- ☐ Narrative of the proposed project, including but not limited to the following.
 - ☐ Written understanding of all ADU requirements in the Land Use Code
- ☐ Site Plan including the location of existing and proposed improvements including structures, roads, driveways, public rights-of-way, easements, parking, loading areas, ditches, utilities, fences, lighting, landscaping, drainage, signage and other significant features (prepared in accordance with Section 3-9 of Bayfield Land Use Code)
- ☐ Adjacent Surrounding Land Owner address list within 200 feet of property

OTHER INFORMATION

The Town of Bayfield allows single family homeowners in most residential districts to have accessory dwelling units (ADUs) on their properties. These units are sometimes known as mother-in-law units, caretaker dwellings, accessory apartments, etc. The basic idea is that a homeowner may convert a portion of his or her existing home into a rental apartment or construct a separate dwelling unit on the property to allow for separate living quarters for a relative, caretaker, or for rental income.

The property owner must occupy either the main home or the accessory dwelling; it is not permissible to rent out both units under the ADU classification. ADUs are allowed as accessory uses under Bayfield Land Use Code Section 4-8. Vacation rentals by owner (VRBO) are also considered ADUs if they are co-located with a principal residence. VRBO units are allowable only as use by review and have additional requirements. Please see the Vacation Rental Development Requirements document for details. ADUs have specific building and location requirements per Bayfield Land Use Code, Section 4-8. The code may be found at Town's website:

www.bayfieldgov.org/development

- Additional reports or studies as may be required by the land use administrator based on referral agency comments, usage requirements, or other significant environmental impacts see Section 3-11(E)
- Submit a completed Building Permit Application and permit fees. The building and development applications may be submitted concurrently. See the Residential Building Permit Application for additional details.
- Staff will draft an ADU Agreement for the applicant. This will be filed with La Plata County Clerk and Recorder.



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LAND USE APPLICATION

Property Owner(s)	Mailing Address
Phone	Email
Applicant (if other than owner)	Mailing Address
Phone	Email

Project Name _____	
Project Address _____	
Parcel Number _____	Parcel Square Footage/Acres _____
Current Zoning _____	Proposed Zoning _____
Current Use _____	Proposed Use _____

PROPOSED APPLICATION TYPE (*See Supplemental Forms Needed for Specific Applications):

- | | |
|--|---|
| <input type="checkbox"/> Subdivision/PUD Sketch Plan | <input type="checkbox"/> Pre-Annexation Agreement* |
| <input type="checkbox"/> Subdivision/PUD Prelim Plan | <input type="checkbox"/> Accessory Dwelling Unit (ADU)* |
| <input type="checkbox"/> Subdivision/PUD Final Plan/Plat | <input type="checkbox"/> Vacation Rental* |
| <input type="checkbox"/> Minor Subdivision (4 or fewer lots) | <input type="checkbox"/> Small Cell Commercial Mobile Radio |
| <input type="checkbox"/> Replat/Vacation/Lot Consolidation | <input type="checkbox"/> Free Standing Commercial Mobile Radio |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Mounted Commercial Mobile Radio |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Temporary Use Permit* |
| <input type="checkbox"/> Use by Review | <input type="checkbox"/> Recreational Vehicle Permit (7-Days) |
| <input type="checkbox"/> Land Use Code Amendment | <input type="checkbox"/> Sign Permit* |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Floodplain Permit |
| <input type="checkbox"/> Variance/Appeal | <input type="checkbox"/> Other-Please describe below |
| <input type="checkbox"/> Annexation* | |

Project Summary _____

REQUIRED SUBMITTAL INFORMATION:

- ☐ Complete all sections of application. Incomplete applications will be rejected.
- ☐ Digital submittals preferred, email to nkillian@bayfieldgov.org
- ☐ Attach proof of ownership (deed and encumbrances) of the property for proposed development.
- ☐ If the Applicant is not the owner, submit a notarized letter from owner authorizing the process.
- ☐ Submit a project narrative and all required supporting documentation as outlined in the Bayfield Land Use Code (LUC):
https://library.municode.com/co/bayfield/codes/land_use_code?nodeId=LAUSCOTOBACO
- ☐ Submit the appropriate fees and deposits to Town Hall by dropping them off, mailing them or calling in with a credit card. Cash, check or credit cards (except American Express) are all accepted.
- ☐ *Submit Additional Supplemental Forms

ACKNOWLEDGEMENT AND AUTHORIZATION:

I, _____, hereby authorize the Community Development Department to proceed with processing this application under the requirements of the Town of Bayfield Land Use Code (LUC), and acknowledge that the information provided herein is accurate to the fullest extent of my knowledge. I also understand that all engineering fees, attorney fees, legal notices and recordation fees incurred by the Town of Bayfield regarding the above referenced project will be paid by my deposit first and then invoiced to me for reimbursement after the deposit is depleted. I hereby agree to pay these fees in a timely manner. I also understand that if these fees are not paid, I may be subject to appropriate actions taken by the Town to collect these fees as well as delay or denial of the proposed project.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____