

## Village of Bluffton ADU Checklist

**Accessory Dwelling Unit (ADU)** -A self-contained dwelling unit of permanent construction, including foundation, designed for the occupancy by one family for living and sleeping purposes that provides complete independent living facilities, including its own entrance, kitchen, bathroom , and sleeping area; that is located on the same parcel as a larger single-family dwelling that serves as the principal use of the parcel; and whose use is subordinate and incidental to the larger single family structure. Shall not exceed 1,000 sq. ft. in area.

-Mobile homes, recreational vehicles, travel trailers and any other wheeled or transportable structure shall not be used as accessory dwelling units.

1. Does the request meet the definition of an ADU as listed above and in ordinance?	YES	NO			
2. Is the property in compliance with all Codified Ordinances of the Village of Bluffton?	YES	NO			
3. Is the property owner a Village of Bluffton resident? <i>If NO- a Conditional Use is required (Orange or Richland Township only)</i>	YES	NO			
4. Will ADU parcel be occupied by the owner? <i>If NO – who is responsible person?_____</i>	YES	NO			
5. Does the property meet Zoning requirements for an ADU? <i>R-I: attached ADUs permitted detached ADU requires Conditional Use approval R-II: all ADU's permitted *ADUs are not permitted in other Zoning Districts</i>	YES	NO			
6. Is the property located outside the flood zone?	YES	NO			
7. Will the unit be of permanent construction, including foundation, and utility hook up.	YES	NO			
8. Will the unit size be within 250- 1,000 Sq. Ft. and not exceed more than 35% of the available rear yard? <i>If NO- a variance is required</i>	YES	NO			
9. Will the property have the required minimum of 3 off-street parking spaces 153.306	YES	NO			
10. Has the Zoning Permit been forwarded to the Village of Bluffton Income Tax Department for required registration?	YES	NO			
11. Will the unit be attached to the primary residence or detached? - Only 1 unit per parcel	ATTACHED	DETACHED			
<b>Attached</b>			<b>Detached</b>		
a. Does the structure meet all required building setbacks? Ref. chapter 153.083	YES	NO	a. Does the unit have an independent electrical hook-up? <i>(required)</i>	YES	NO
b. Does the unit have a separate exterior entrance independent of the primary dwelling	YES	NO	b. Does the unit meet all setback requirements for an accessory building. 153.047	YES	NO