

APPLICATION FOR ACCESSORY DWELLING UNIT LICENSE
PLEASE TYPE OR PRINT ALL INFORMATION ON FRONT AND BACK PAGES:

PROPERTY INFORMATION:

PROPERTY/SITE ADDRESS _____ PARCEL# _____

PROPERTY OWNER INFORMATION:

NAME _____

MAILING ADDRESS _____
CITY STATE ZIP

CURRENT PHONE # (DAY) _____ (EMERGENCY) _____

EMAIL _____

APPLICANT INFORMATION:

APPLICANT NAME _____

MAILING ADDRESS _____
CITY STATE ZIP

CURRENT PHONE # (DAY) _____ (EMERGENCY) _____

EMAIL _____

RENTAL INFORMATION:

1. Is the principal dwelling owner occupied and the owners principal residence? **YES** or **NO**(circle one)
2. Provide proof that deed restriction has been filed with Montgomery County Recorder of Deeds.
3. Names and relationship of residents to occupy Accessory Dwelling Unit:
Name _____ Relationship _____
Name _____ Relationship _____

NOTE: The undersigned hereby acknowledges that any individual unit that is not annually licensed shall not be re-licensed by the Borough until the building is found to be in full compliance with all current Borough codes and ordinances. Any and/or all information that is not accurate or is misrepresented may result in immediate and permanent revocation of a license. The Borough of Lansdale reserves the right to deny incomplete applications.

The undersigned hereby affirms that the foregoing information is true and correct to the best of said persons knowledge, information, and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A., Section 4904 (un-sworn falsification to authorities).

Signature of Applicant

Date

Accessory Dwelling Checklist

- **Deed restriction.** A property owner who wishes to establish an accessory dwelling unit shall prepare and record, with the Montgomery County Recorder of Deeds, a deed restriction in a form acceptable to the Borough Solicitor, containing the conditions set forth in § 405-1913, Subsections A through L, which shall reflect that the property is encumbered with those specific conditions. The deed restriction must run with the land.
- **Accessory use.** Accessory dwelling units shall be permitted by right attached to or contained within single-family detached homes only. An accessory dwelling unit shall have neither a separate address nor a separate mailbox from that of the principal dwelling.
- The addition of an accessory dwelling unit to a principal dwelling unit shall not violate any of the dimensional requirements of chapter 405 with which the principal dwelling unit must comply.
- **Separate entrance.** Accessory dwelling units shall have a separate entrance than the principal dwelling's main entrance. The separate entrance for the accessory dwelling unit shall not face the street. If the property is a corner lot, the separate entrance for the accessory dwelling unit shall not face the same street that the principal dwelling's main entrance faces.
- **Configuration.** The principal and accessory dwellings must be attached and interconnected. The use of a connecting door is permitted, but shall remain accessible from both dwelling units at all times. The accessory dwelling unit shall not be located in a separate freestanding building joined to the principal dwelling by a corridor or breezeway. Any exterior changes to the principal dwelling to incorporate an accessory dwelling unit shall not detract from its appearance as a single-family detached dwelling as viewed from a street or another property.
- **Ownership.** The principal dwelling unit shall owner-occupied, and shall be the primary residence of the owner of the property.
- **Limited occupancy.**
 - Occupants of an accessory dwelling unit shall be limited to the following family members of the occupants of the principal dwelling: parents, grandparents, step-parents, step-grandparents, and/or the spouse, sibling, or partner of one of those relatives.
 - No more than two people shall occupy an accessory dwelling unit.
- **Kitchen.** A second kitchen with cooking facilities is permitted in the accessory dwelling unit portion of the principal dwelling when an accessory dwelling unit is established. However, the cooking facilities of the second kitchen shall be removed within six months after the living quarters is no longer occupied by the person(s) for whom the ADU was initially approved.
- **Renting prohibited.** The owner of the property shall not lease or rent an accessory dwelling unit as an apartment or separate dwelling unit.

- **Permit.** An accessory dwelling unit license to operate shall be required in order to use an accessory dwelling unit. Once the license is granted, it shall be renewed every year the occupant(s) reside(s) in the accessory dwelling unit. Such a permit runs with the owner of the property.
 - The property owner shall submit an application and obtain an accessory dwelling unit license to operate by January 1 of every calendar year the accessory dwelling unit exists. The application shall certify whether the person(s) identified as the person(s) for whom the accessory dwelling unit was initially approved continues to occupy the accessory dwelling unit.
 - The application must include names and family relationship of each resident of an accessory dwelling unit, as well as other information required by the Lansdale Department of Code Enforcement to ensure compliance.
 - The property owner shall pay all Borough permit fees and County Recorder of Deeds recording fees at the time of issuance of the permit. Fees to the Borough must be paid as adopted by Borough resolution.
 - The owner of the property on which an accessory dwelling unit is established shall reimburse the Borough for any expenses related to code enforcement related to the accessory dwelling unit.
 - Biannual inspections are required to ensure compliance with § 405-1913 and the International Property Maintenance Code, as adopted by the Borough.
 - The property owner shall notify Lansdale Borough within 30 days of the date when the person(s) for whom the second kitchen with cooking facilities was installed discontinues fulltime use of the accessory dwelling unit. The property owner shall surrender the license to operate issued by Lansdale Borough at the time of the owner's notification to the Borough that the premises are no longer occupied by the person(s) for whom the accessory dwelling unit license to operate was issued.
 - Upon expiration of the license to operate, the premises shall revert back to its original status as a single-family dwelling unit without separate cooking facilities; the separate cooking facilities must be removed within six months after the living quarters is no longer occupied by the person(s) for whom the ADU was initially approved.
- **Parking.** An accessory dwelling unit requires one new, additional off-street parking space. However, creation of a new, off-street parking space is not required if the off-street parking available to the principal dwelling unit exceeds the number of spaces required for the principal dwelling unit by at least one space.
- **Utilities.** All utilities for the accessory dwelling unit must be routed through the principal dwelling.