

PLANNING ESSENTIALS: ACCESSORY APARTMENTS

HOW TO APPLY

Submit the following information:

- Residential planning request application
- A current document identifying proof of ownership. This may include a certificate of title, deed or property tax statement
- Building plan:
 - Drawn to scale
 - Shows existing and proposed floor plans
 - Shows access to both the principal unit and the accessory unit
 - Shows building elevations if a home addition is proposed
 - Shows location, dimensions, and square footage of existing and proposed structures
- Site plan
 - Drawn to scale
 - Shows site dimensions,
 - Shows location and use of any existing structures
 - Shows setbacks of any existing and proposed structures from the property lines
 - Shows proposed use, parking spaces and driveways
- Five sets of folded and collated copies of the plan sheets on 11"x17" half-scale prints.
- One 8 1/2"x11" reproducible print for each required sketch, drawing, or plan

APPLICATION FEES

- Filing fee: \$75
 - Non-refundable
- Recording fee: \$46
 - Make check payable to Ramsey County.
 - Will be returned if application is not approved

PROCESSING YOUR APPLICATION

This request requires an administrative review. Staff will review the application for compliance with city and building regulations. This includes the development ordinance regulations and standards in section 207.010. The review process is below.

- Notice:
 - Staff will provide written notice to property owners within 150 feet of the property
 - The review process will not be invalidated if:



- Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Issuance and conditions:
 - Once approved, staff will issue the permit
 - Permit will include conditions required by the development ordinance
 - Staff may deny the application if the request does not comply with city code
- Decision and appeal:
 - Decisions are final
 - Applicant or other aggrieved party may appeal per section 203.020(F)

DEVELOPMENT CODE REQUIREMENTS

- Accessory apartment:
 - One accessory apartment is allowed
 - Must be a subordinate part of the house
 - Cannot be more than 30% of the building's total floor area or 800 square feet, whichever is less
 - Must have at least 500 square feet of living space. Living space includes:
 - Kitchen or cooking facilities
 - Bathroom
 - Living room
 - Can only have a maximum of two (2) bedrooms
- Principal unit:
 - Must have at least 850 square feet of living space remaining after creating the accessory apartment.
 - Does not include garage area.
 - Cannot add a separate front entrance to the house for the accessory apartment
 - Must be owner-occupied.
- Parking spaces:
 - Must have at least three off-street parking spaces
 - Two need to be enclosed.
- The accessory apartment and principal unit must meet applicable standards and requirements:
 - Development code
 - Building code
 - Ramsey County health codes
 - Fire codes
- The building and property must remain in single ownership and title and have only one mailing address.



MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay review.

Your application is considered public. If someone requests it, the city will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before submitting it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing the conditions(s) of the permit

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov

