

East Manchester Township

Request for Certificate of Occupancy or Use ACCESSORY DWELLING UNIT (ADU)

PROPERTY OWNER INFORMATION

Name(s): _____ Telephone #: _____

Address: _____

PER ZONING ORDINANCE SECTION 255 – ACCESSORY DWELLING UNITS (ADU)

A dwelling unit added to, or created within, a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation. Accessory units may not be subdivided or otherwise segregated in ownership from the principle dwelling unit and use. An ADU shall not be occupied by anyone other than a person related to the principal dwelling unit owner by blood, marriage, or legal adoption, or persons providing care to the principal dwelling unit owner(s). [Added 12-9-2014 by Ord. No. 2014-6]

255-21.D. Accessory dwelling units (ADU). In all districts where residential uses are permitted, and subject to the requirements of the applicable district, ADUs shall be permitted subject to the following the following requirements (see below): [Added 12-9-2014 by Ord. No. 2014-6]

255-21.D(3) Within six months of an ADU resident ceasing to inhabit the ADU, or within six months of failing to renew an ADU occupancy permit, the principal dwelling owner shall reconvert the ADU area to a part of the principal dwelling so that it will no longer be a separate unit.

TO REQUEST A CERTIFICATE OF OCCUPANCY / USE, THE FOLLOWING MUST BE COMPLETED / PROVEN IN A SATISFACTORY MANNER. PLEASE ATTACH SUPPORTING DOCUMENTS.

- The maximum area of the ADU shall be the lesser of:
 - (a) Nine hundred square feet; or
 - (b) Thirty percent of the total floor area of the dwelling.
- ADU residents shall apply for, and annually renew, an ADU occupancy permit for the ADU use. Such application and subsequent renewal shall be conditioned on proof that the ADU resident(s) is/are related to the owner of the principal dwelling, as provided in the definition of ADU. (Annual Fee of \$25, however this is subject to change per the Fee Schedule. You will not have to resubmit all paperwork for subsequent years. Only pay renewal fee for Yearly Certificate. Initial first year fee will be more and after review, the Zoning Officer will contact you with the fee amounts.)
- One additional off-street parking space.
- Any ADU constructed below grade must provide adequate emergency egress in conformance with the Pennsylvania Uniform Construction Code.
- If an ADU increases the total number of bedrooms contributing to the existing septic system to four or more, the Township Sewage Enforcement Officer shall be notified to inspect and approve the septic system for any increase in sewage flows.
- The appearance of the principal dwelling structure shall remain that of a single-family dwelling.
- If adding an addition or new facilities such as bathroom(s) and/or kitchen(s) you will need to obtain a permit and Certificate of Use and Occupancy for such items.

Owner or Owner Agent's Signature

Date of Submittal

Zoning & Code Enforcement Officer

Date of Review

Approved / Denied