



Accessory Dwelling Unit Application/Checklist

City of Charleston

Submit online or deliver original application to:
 City of Charleston Permit Center, Zoning Desk
 2 George St, Charleston, SC 29401

DO NOT FAX – DO NOT EMAIL

All questions **MUST** be answered legibly in blue or black ink and application must be notarized. Additional information may be required. *Incomplete applications will be denied*
 For additional information please visit www.charleston-sc.gov/

OWNER AND APPLICANT'S INFORMATION	Project Address: _____ Applicant Name: _____ Mailing Address for applicant: _____ Email address: _____ Daytime Phone _____ Mobile Phone _____ Property Owner: _____ Address: _____ Daytime Phone _____ Mobile Phone _____ Email address: _____
SITE PLAN CHECKLIST	<ul style="list-style-type: none"> <input type="checkbox"/> Title Block labeled as ADU Site Plan with subdivision name, property address and TMS number <input type="checkbox"/> North Arrow <input type="checkbox"/> Graphic and numeric scale <input type="checkbox"/> Complete floor plans, drawn to scale <input type="checkbox"/> Lot boundaries <input type="checkbox"/> Lot acreage/square footage <input type="checkbox"/> Significant topographic and physical features, including location of protected trees within the lot <input type="checkbox"/> Location and dimensions of all existing structures (principal and accessory) <input type="checkbox"/> Location and dimensions of proposed ADU. If ADU is located less than 15 feet from a property line, show the location of principal structures on adjacent properties. <input type="checkbox"/> Height of proposed ADU (include elevations) <input type="checkbox"/> Calculation of building coverage <input type="checkbox"/> Setbacks: minimum front, rear and side setbacks. All easements, buffers, OCRM critical line/setback shall be clearly identified and correctly labeled. <input type="checkbox"/> Clearly labeled location of all required off-street parking spaces. One off-street parking space is required for the ADU and shall be labeled <i>ADU Parking Space</i>. Any and all spaces required for the principal dwelling unit shall be clearly designated as such. Parking spaces must be 18.5'x 9'.

SUBMITTAL CHECKLIST	<input type="checkbox"/> ADU application with property owner's original signature <input type="checkbox"/> Site plan containing information in preceding section <input type="checkbox"/> Recorded Covenants Affidavit			
OFFICE USE ONLY	date & time application received:	fee:	receipt#:	staff:
Results: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Disapproved Date: Conditions: _____				