

ADU Consultation Meeting APPLICATION AND CHECKLIST

A consultation meeting provides an opportunity to discuss the proposal for an Accessory Dwelling Unit / Mother-in-Law Suite on your residential lot and receive verbal feedback from City staff. The purpose of the meeting is to identify procedural and design requirements early in the process, and to identify the most effective pathway to achieve project approval. There is no fee for this meeting. It is not necessary to own the subject property to submit this application.

Scheduling a Consultation Meeting

To be scheduled for the next available meeting, applicants must submit a complete application electronically to eplan-planning@cityofloveland.org.

Upon submitting a completed application, you will be notified of your assigned meeting date and time. All meetings are held at the Development Center at 410 East 5th Street. Upon arrival, please check-in at the Current Planning front desk.



5th Street entrance

Application Checklist. Complete this checklist to verify you are submitting the required information.

1. **Application.** Complete the application form on pages 2 and 3 of this checklist. All sections must be filled out for a complete application.
2. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets.
3. **Conceptual Site Plan.** A site plan drawn neatly and accurately (does not need to be professionally drawn) showing the following existing and proposed conditions:
 - a. Property lines;
 - b. Buildings;
 - c. Site improvements (streets, lots, driveways, sidewalks, and curbs);
 - d. Water, wastewater, and power utilities; and

APPLICATION

Project Name:			
Project Information			
Legal Description	Lot _____ Block _____ Subdivision Name		
Property Zoning			
Address of the Principal Dwelling Unit			
Type of ADU			
Square footage of Lot			
Square footage of Principal Dwelling Unit			
Square footage of proposed ADU			
How far along is your project?	Concept Only	Design Phase	Ready to Submit
Important Project Time Frame Needs:			
Contact Information			
Name:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:	Preferred Method of Contact	Phone	Email
Relationship to Project:	Property Owner	Developer	Realtor
			Consultant
			Other
Meeting Information			
Number of representatives attending:			
Who will be attending:	Property Owner	Contractor	Realtor
	Consultant	Other	Legal Representative
Will any of the representatives require phone conferencing to participate?	Yes	No	
Will any of the representatives require video conferencing to participate?	Yes	No	

Project Information

Existing Property and Use

Provide a brief narrative of what structures are existing, and any additional information on the current use and condition of the property.

Proposed

Provide a brief narrative of the proposed ADU including location and size.

Questions

List questions for staff. This must be completed for the application to be accepted. The more specific the question is, the better staff can provide answers!

- 1.
- 2.
- 3.
- 4.
- 5.