

July 7, 2020

ZONING REGULATIONS RELATED TO ACCESSORY DWELLING UNITS (ADU) (FORMERLY KNOWN AS “EFFICIENCY UNITS”)

This document is intended to provide a summary of provisions related to Accessory Dwelling Units. Please refer to the [Mansfield Zoning Regulations](#) for more detail on specific requirements.

WHERE ARE ACCESSORY DWELLING UNITS ALLOWED?

Accessory Dwelling Units are permitted in the R-20, R-90, and RAR-90 zoning districts. Please use our on-line mapping system at <http://www.mainstreetmaps.com/ct/mansfield/public.asp> to find out what your property is zoned.

TYPES OF ACCESSORY DWELLING UNITS ALLOWED

An accessory dwelling unit may be created by:

- Converting existing living area within a principal dwelling, such as basement or attic space.
- Adding floor area (i.e. addition).
- Constructing a new principal dwelling with an internal or [detached](#) accessory dwelling unit.
- Converting or adding onto an existing accessory structure on a lot, such as a garage or other outbuilding.
- Constructing a new accessory dwelling unit within a separate [detached structure](#).

Recreational vehicles, travel trailers and any other wheeled or transportable structure **shall not be used** as an accessory dwelling unit.

OWNER-OCCUPANCY REQUIRED

Either the principal dwelling or the accessory dwelling unit must be occupied by a record owner of the property for at least 6 months each year. “Owner” is defined as: that individual owning at least a fifty-percent fee simple interest in said property in his or her personal individual capacity only. To ensure that the owner-occupancy requirement is maintained and known to future owners, the Zoning Regulations require that a Declaration of Restrictions be filed on the land records. Property owners are also required to certify that they are complying with the owner-occupancy requirements in years ending in a 0 or 5, as well as at the time of purchase.

MAXIMUM OCCUPANCY

Accessory Dwelling Units are limited to a maximum of two adults. Children under the age of 18 that are the legal responsibility of an adult occupant may also reside in the ADU, provided that total maximum occupancy of the unit shall be not exceed 1 occupant per 100 square feet of combined living room and dining room space. For example, if the combined size of the living and dining areas is 400 square feet, occupancy would be limited to a total of two adults and up to two children, or 1 adult and three children.

UNIT SIZE AND DESIGN

- The ADU shall not exceed 50% of the livable floor area of the principal dwelling or 1,000 square feet, whichever is less.
- The ADU must include a distinct kitchen or kitchen area containing a sink, refrigerator, stove or stovetop, oven, cabinets, and adequate counter space for food preparation and serving; and a bathroom containing toilet, sink and shower or bathtub.
- The ADU must have an entrance separate and distinct from any entrance used to access portions of the building that are not part of the ADU.
- No new entrances for an accessory dwelling unit may be added to the front façade of a principal dwelling.
- A minimum of three unobstructed off-street parking spaces are required to serve the single-family dwelling and accessory dwelling unit. No parking space shall be located on lawn areas.
- The ADU may be connected to the water, wastewater, electric, gas, and other utilities of the principal dwelling or may have separate services.

DO I NEED A PERMIT?

Zoning Permits

Zoning permits are required for Accessory Dwelling Units.

Other Permits

Other permits will also likely be needed, including but not limited to the following:

- **Building Permit.** A Building Permit is generally required for accessory dwelling units; however, we recommend consulting with the Department of Building and Housing Inspection before proceeding to confirm permit requirements. Please contact them at bldgdept@mansfieldct.org or **860.429.3324** for information. If a permit is required, applications are accepted online at <http://mansfield.onlinegovt.com/>.
- **Inland Wetlands License.** Depending on the location and scope of work associated with the ADU, an Inland Wetlands License may also be required. Additional information on the Inland Wetlands Process is available at <https://www.mansfieldct.gov/Faq.aspx?QID=159>.
- **Public Health Review.** Approval from Eastern Highlands Health District (EHHD) will be needed for ADUs that rely on on-site wells and/or septic systems. Additional information on the environmental review process as well as a link to the EHHD on-line permitting system is available at <http://ehhd.org/content/101/default.aspx>. Please contact EHHD at ehhd@ehhd.org or **860.429.3325** with any questions regarding the public health review process.

ZONING PERMIT PROCESS

Application Fee

Application fees are based on the cost of construction. The following fees include a state-mandated land use fee of \$60:

- Less than \$5,000: \$85
- More than \$5,000: \$110

How to Submit an Application

You can apply on-line at <http://mansfield.onlinegovt.com/>. Step-by-step instructions on how to submit Zoning Permit applications are available at <https://www.mansfieldct.gov/DocumentCenter/View/8808/How-to-Apply-For-a-Zoning-Permit-On-Line-Step-by-Step-Instructions>.

Required Information

Here is the information you will need to complete the application:

- **Applicant and Property Owner Information.** Name, address, phone number, email, etc. Please be sure to provide your phone number and email so that we can contact you with any questions!
- **Type of Project.** Until our on-line permitting system is updated to use the term Accessory Dwelling Unit, please select “Efficiency Unit”
- **Estimated Cost of Construction.** How much will your project cost?
- **Amount of Earthwork.** How many cubic yards of earth material will be brought in, removed, or relocated as part of the project?
- **Water Supply.** Is your water service private (well) or public (water line)?
- **Septic.** Is your wastewater disposal private (septic system) or public (sewer line)?
- **Project Description.** A brief statement with pertinent details. For example, “Addition of a 700 square foot accessory dwelling unit” or “Conversion of existing basement into 600 square foot accessory dwelling unit.”
- **Supplemental Zoning Permit Information Required for Accessory Dwelling Units.** Complete and attach the [Supplemental Zoning Permit Information Required for Accessory Dwelling Units form](#). This form identifies additional information needed to determine compliance with the regulations, including submission of specific documents such as a Plot Plan, Floor Plan, Declaration of Restrictions, etc. *
- **Plot Plan.** Site layout plan identifying the proposed location and dimension of the structure relative to the main dwelling. Please include the distances it will be set back from property lines, and if available, well and septic field. If you don't have a survey or other plan that you can use to draw in the proposed structure, let us know and we will check the file for your property to see if we have something you can use as a base.*

Attaching Documents to Your Application

You will need to complete the application and pay the fee before you can attach required documents such as the Supplemental Zoning Permit Information, Plot Plan, etc. to the application. You can do so by returning to the home screen (<http://mansfield.onlinegovt.com/>), clicking on case status, selecting your application, and clicking on the documents tab. For more information, refer to Step 9 in the [Step-by-Step Instructions for Zoning Permit Applications](#).

Please do not forget to attach your documents!

Your application will not be complete and cannot be reviewed until we have a plot plan.

QUESTIONS?

Please contact the Department of Planning and Development at planzonedept@mansfieldct.org or at **860.429.3330** with any questions.