

# Accessory Structure & Accessory Dwelling Unit (ADU) Permit Application

## What is an accessory structure?

The Town of Clarksville considers an accessory structure to be a building or structure subordinate to another building or structure, the use of which is incidental to that of the dominant use of the principal building, structure or land; which is located on the same lot as the principal building or structure; which does not change or alter the character of the premises; and which is not used for human occupancy.

**Permits are required for all accessory structures.** For specific regulations regarding accessory structures, please refer to Article 4, Division 157 in the Zoning Ordinance.

## Examples of accessory structures include:

- Garages
- Fences
- Carports
- Porches
- Decks
- Sheds
- Patios
- Private swimming pools
- Gazebos
- Solar panels
- Mini-barns
- Outdoor fireplaces
- Porte-cocheres
- Dumpster enclosures
- Bathhouses
- Cabanas
- Children's playhouses
- Greenhouses
- Urban vegetable gardens
- Management offices in multi-family complexes, and other structures and uses normally associated with tenants' convenience, such as clubhouses, recreational facilities, laundry facilities, and maintenance facilities, provided there is no exterior storage or display.
- Other accessory uses, buildings or structures similar and comparable in style, character, materials, and colors to the principal structure, building, or use

## What is an accessory dwelling unit (ADU)?

An ADU is an attached or detached residential dwelling unit which provides complete, independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. **A permit is required for all ADU's.** Please refer to Article 4, Division 157 in the Zoning Ordinance specific regulations.

## What is needed to submit an Accessory Structure Permit Application?

The following items are required when submitting a permit application:

1. Application Form
2. Site plan on grid sheet showing the location of all existing and proposed structures (e.g. house, shed, garage, etc.) with dimensions and distances from proposed structure to other structures and property lines.
3. Building plans or drawings for construction, assembly, and materials of accessory structure. (For pre-built sheds or garages, a brochure with the shed or garage to be built may be sufficient for review.)

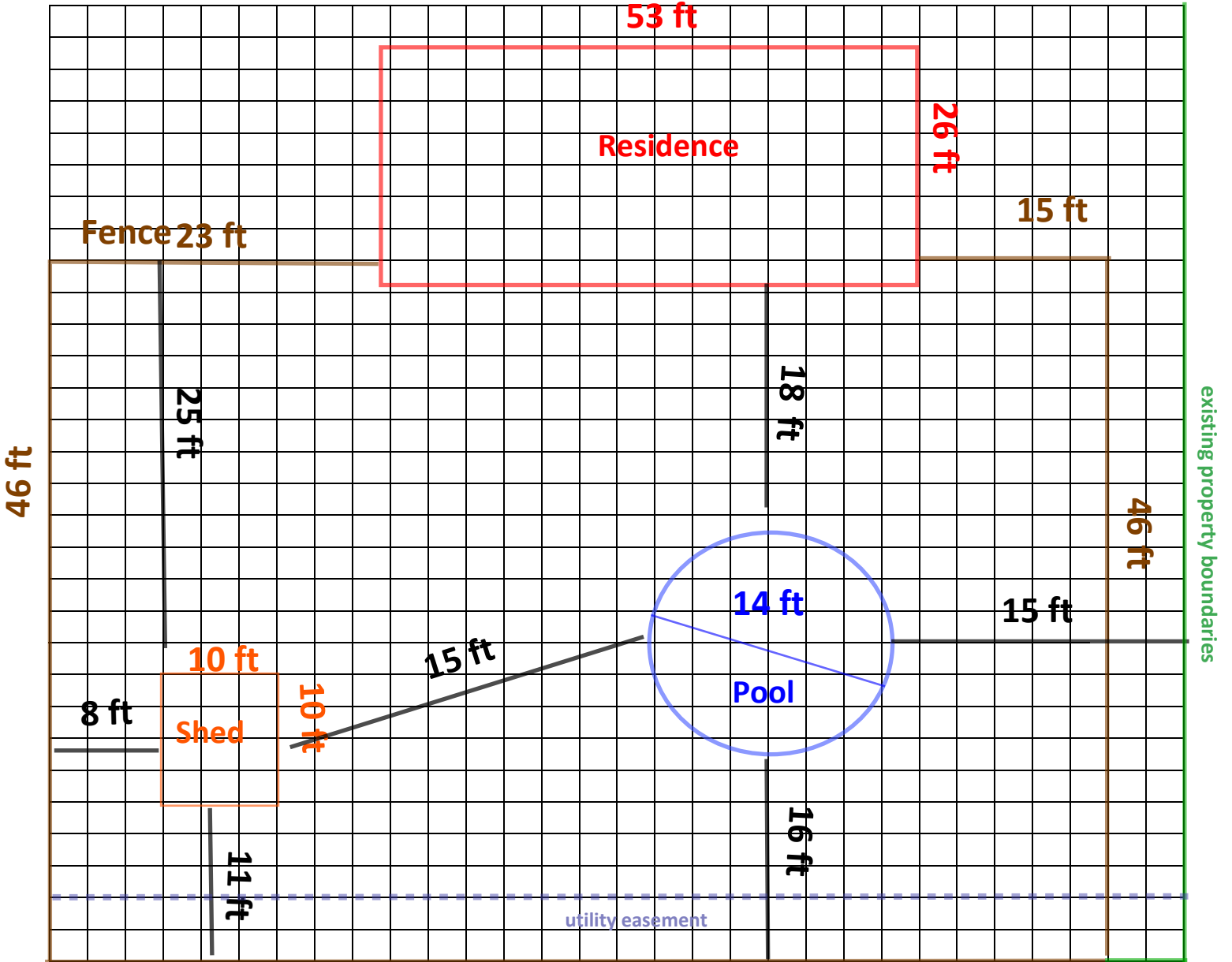
**EXAMPLE**

**REQUIRED PLOT PLAN**

The site plan must show the following to be accepted:

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | North Arrow                                    | <input type="checkbox"/> | Distance to and location of any critical areas, such as a stream, creek, river, irrigation ditch, floodplain, wetland, wildlife habitat, and slope over 1-3 |
| <input type="checkbox"/> | Street frontage                                | <input type="checkbox"/> | Location of well, septic tank, and drainfield   |
| <input type="checkbox"/> | Access/Driveway                                | <input type="checkbox"/> | Easements and/or right-of-way   |
| <input type="checkbox"/> | Lot lines and dimension                        |                          |   |
| <input type="checkbox"/> | Location of all structures and specific use    |                          |   |
| <input type="checkbox"/> | Distances between structure and property lines |                          |   |

Draw at scale (Each square is \_\_\_\_\_ = 10')





**Town of Clarksville**  
**Departments Planning & Building**  
2000 Broadway Suite 234 • Clarksville, IN 47129  
Phone: (812) 283-1510 • Fax: (812) 280-5549

## Accessory Structure Building Permit Application

Application #: \_\_\_\_\_

Docket #: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTRACTOR INFORMATION (if applicable)

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CONTACT PERSON

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Who should the issued permit be sent to?

Property Owner

Contractor

Contact Person

**I, the undersigned, acknowledges that the information in this application is correct and accurate.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DETAILS OF PROPOSED WORK

**Project Type** (please select one):

### Fence

Type of fence:                      Privacy                      Picket                      Split Rail                      Other:  
Dimensions (Width x Depth x Height): \_\_\_\_\_  
Total Linear Feet: \_\_\_\_\_  
Building Material: \_\_\_\_\_

### Shed/Garage/ Carport

Type of construction:              Wood Frame              Pole                      Pre-Built                      Other:  
Dimensions (Width x Depth x Height): \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_  
Building Material: \_\_\_\_\_

### Deck

Dimensions (Width x Depth x Height): \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_  
Building Material: \_\_\_\_\_

### Pool

Pool Type:                      Above Ground                      In-ground  
Dimensions (diameter for circle and major/minor axes for oval): \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_  
Building Material: \_\_\_\_\_

### Dumpster Enclosure

Dimensions (Width x Depth x Height): \_\_\_\_\_  
Building Material: \_\_\_\_\_  
Primary Material of Principal Structure: \_\_\_\_\_

### Accessory Dwelling Unit

Dimensions (Width x Depth x Height): \_\_\_\_\_  
Building Material: \_\_\_\_\_  
Primary Material of Principal Structure: \_\_\_\_\_

### Other:

Dimensions (Width x Depth x Height): \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_  
Building Material: \_\_\_\_\_

**Estimated Cost of Proposed Work:** \_\_\_\_\_

**Additional relevant information:** \_\_\_\_\_

\_\_\_\_\_

## REQUIRED PLOT PLAN

*The site plan must show the following to be accepted:*

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | North Arrow                                    | <input type="checkbox"/> | Distance to and location of any critical areas, such as a stream, creek, river, irrigation ditch, floodplain, wetland, wildlife habitat, and slope over 1-3 |
| <input type="checkbox"/> | Street frontage                                |                          |   |
| <input type="checkbox"/> | Access/Driveway                                |                          |   |
| <input type="checkbox"/> | Lot lines and dimension                        |                          |   |
| <input type="checkbox"/> | Location of all structures and specific use    | <input type="checkbox"/> | Location of well, septic tank, and drainfield   |
| <input type="checkbox"/> | Distances between structure and property lines | <input type="checkbox"/> | Easements and/or right-of-way   |

Draw at scale (Each square is \_\_\_\_\_ = 10')

