



TOWN OF MONROE

OFFICE OF THE TOWN PLANNER

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2812
www.monroect.gov

ADOPTED ZONING TEXT AMENDMENTS

Article 6, Section 6.9

Accessory Dwelling Units (ADUs)

Dated: September 26, 2022 and revised to 10/20/22

ADOPTED: OCTOBER 20, 2022

EFFECTIVE: OCTOBER 28, 2022

ARTICLE 6 Supplemental Regulations

§6.9 Accessory Dwelling Units (ADUs)

§6.9.1 Standards

- A. Accessory Dwelling Units (ADUs) may be established only accessory to a permitted dwelling. The ADU unit shall have common wall(s) and/ or floor(s) to the livable floor area of the principal dwelling. The outward appearance of the ADU shall be consistent with the design and character of the principal dwelling in its construction, materials and finish treatment. The outward appearance shall not change the single-family character in any visible manner. There shall be no more than one (1) ADU to a permitted dwelling.
- B. Notwithstanding the above, the RF-3 District can include the conversion of an existing detached accessory structure or new construction of a detached ADU. All other applicable requirements of Section 6.9.1 shall be adhered to. ADUs involving new construction or significant alterations to an existing detached structure shall be reviewed and approved by the Commission.
- C. Living area of an ADU shall contain a minimum of four-hundred (400) square feet and shall not exceed a maximum of one-thousand (1,000) square feet; there shall be no more than one (1) bedroom in such apartment. In no case shall the floor area exceed thirty (30) percent of the gross livable floor area of the total structure.
- D. An ADU shall be so located upon a lot to comply with all dimensional requirements of the zoning district for new construction. An ADU located within the perimeter of an existing nonconforming dwelling, shall not be subject to such requirement. No ADU shall be located in a basement or cellar unless such basement or cellar constitutes a walk-out basement that is not below an

established flood plain elevation. Additions for the purpose of an ADU shall be made only above or to the side or rear of the principal dwelling.

- E. An ADU shall have a minimum of one (1) separate external door access from the principal dwelling. Appropriate street numbering shall be affixed to the building containing the ADU and/or mailbox so as to be visible to emergency responders.
- F. An ADU shall contain separate from the principal dwelling: kitchen facility, full bath and electric panel with separate disconnect and may contain a separate utility meter.
- G. The provisions of §6.1 of these Regulations notwithstanding, a minimum of one (1) off-street parking spaces shall be provided for an ADU in a designated location on the premises. Such spaces shall be on an area prepared to accommodate vehicle parking. Such spaces shall be an area constructed for such purpose with a surface treatment equal to the driveway, shall provide suitable vehicle turnaround onsite and shall not conflict with access or parking for the principal dwelling.

§6.9.2 General Provisions

- A. Either the principal dwelling or accessory apartment shall be occupied by the owner of the premises at all times.
- B. Nothing shall prevent the owner of the premises from deed restricting aspects of the use of the apartment as long as such restrictions legally conform to any local, state or federal law or regulation.
- C. There shall be no limitation on age of structure, time of ownership, or construction of additions to establish an accessory apartment, except as provided in this Section.
- D. All provisions of the State of Connecticut Basic Building Code (as amended), including the securing of requisite building permits and certificates of occupancy, together with the requirements of all other applicable construction codes or regulations, shall be met to establish an accessory apartment.
- E. The Fire Marshal shall review and approve any proposal to establish an ADU to assure adequate fire safety.
- F. The Sanitarian shall review and approve any proposal to establish an ADU to assure the premises conforms to the minimum requirements of the Public Health Code for sewage disposal. ADUs shall not be required to be served by separate utilities including septic systems and said septic systems shall not be considered “community wastewater systems”.
- G. Written rental agreements (leases) shall be provided to tenants.

H. The following provisions shall apply to the establishment of an accessory apartment.

- (1) A person seeking to establish an accessory apartment shall file an application for zoning compliance certificate together with a request for "Certificate of Use of Accessory Dwelling Unit" (Certificate) on a form prescribed by the Commission. Such request shall be accompanied by complete floor plans, elevations, and interior layout drawn to scale; including alterations to be made to the exterior of the existing dwelling; photographs of the exterior of the existing dwelling. The request shall be reviewed for conformance and bear the signatures of approval of the Zoning Enforcement Officer, Building Inspector, Sanitarian, and Fire Marshal.
- (2) Upon the completion of improvements, the Zoning Enforcement Officer shall inspect the premises and shall indicate his/her approval by issuance of a Certificate of Compliance.
- (3) The owner shall file upon the Land Records of the town, the Certificate which shall cause the approval of such accessory apartment to become effective. Such Certificate shall run with the title unless invalidated at some future date by the action of the then current property owner placing a notice on the Land Records to formally abandon the use.

- I. In the interest of furthering the goals of providing increased affordable housing stock, it is desirable that ADUs be established meeting the affordability guidelines of §8-30g.
- J. Any accessory apartment type unit remaining uncertified after July 1, 1992 shall be deemed to be illegal and in violation of these Regulations and subject to such enforcement action and penalties which the law may prescribe.