Accessory Apartments

This information is being provided in regard to your interest in installing an accessory apartment in a single-family dwelling. Because rental licenses are now being reviewed for compliance with the Zoning Regulations, additional information is needed before the license issued. New rental license applications must obtain zoning approval from the Department of Planning and Zoning prior to being submitted to the Department of Inspections, Licenses and Permits. Renewals may be submitted directly to the Department of Inspections, Licenses and Permits. Accessory apartments that will not be rented must also comply with this requirement.

Amendments to the Zoning Regulations adopted in 1992, 1993, 2006 and 2013 allow one apartment within detached houses in residential zoning districts, subject to the following requirements:

- *The property owner must live on the property, in either the main dwelling or the apartment*

- *The apartment must be within or attached to the house by a common wall with an overlap of at least 50% and must have an interior door connecting the living space of both units. It may not be in a separate building nor can it be separated from the principle dwelling by an attached garage or a breezeway, open or enclosed.*

- *The apartment shall occupy no more than one-third of the net floor area of the dwelling, up to a maximum of 1,500 square feet. The boundaries of the accessory apartment must encompass at a minimum area devoted to sleeping, food preparation, sanitary facilities and the intervening areas which link these. The floor area of the accessory apartment includes one-third of the area of the shared storage or utility areas.*

- *At least three parking space must be provided on the property*

- *In most zoning districts, the lot must be at least 12,000 square feet in area, and the apartment may have no more than two bedrooms*

An apartment that does not meet these requirements may still be approved in most residential zoning districts after additional review and a public hearing. In the New Town zoning district, a public hearing and approval by the Howard County Planning Board is required; in other districts, a public hearing and approval of a conditional use by the Hearing Authority is required. Both types of hearings require submission of a detailed application and filing fee.

Please contact this Division if you need information on either process. To determine whether the proposed apartment complies with the applicable Zoning Regulations, the following information is required:

1. The completed accessory apartment application
2. A copy of the plot plan clearly showing all existing and proposed buildings and all on-site parking
3. A floor plan drawn to scale showing the layout of both the main dwelling and the apartment, the dimensions of all rooms in the apartment and the connection between the apartment and the main dwelling. All rooms should be labeled by use

Please return the completed application, a $25.00 fee *(check payable to the Director of Finance)* and all applicable information to the Division of Public Service and Zoning Administration, 3430 Courthouse Drive, Ellicott City, MD 21043. If you have any questions, please call this Division at (41) 313-2350.

Accessory Apartment Permit Application

Applicant's Name (*please print*):

Address of property containing apartment:

Phone No. (W)   **(H)**   **Email Address:**

Net floor area of the dwelling: (*Measured from the exterior faces of the walls, net floor area includes the area of accessory apartment but does not include the floor area of garages*)

Floor area of accessory apartment: (*including one-third of the floor area of any shared storage or utility area*), (*The apartment shall occupy no more than one-third of the net floor area of the dwelling, up to a maximum of 1,500 square feet*)

Number of parking spaces on-site: (*A minimum of two spaces must be provided for the principal dwelling and one space for the accessory apartment. All parking must be provided on-site. Street parking may not be used to meet minimum requirement*).

Number of bedrooms in accessory apartment: (*may not exceed 2*)

Square footage/acreage of lot:

Unit to be occupied by property owner: **Main Dwelling**   **Apartment**

Number of dwelling structures on the property:

_____   _____

Property owner's name (*please print*)   **Property owner's signature**

Please return this application and $25.00 fee to:

Department of Planning & Zoning | 3430 Courthouse Drive | Ellicott City, MD 21043-4350

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Application received: **Zoning District:**   **Reviewed by:**
     (*Date*)

     Approved Date:

     Denied Date:

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