

ADU Consultation Meeting Application

Thinking about adding an Accessory Dwelling Unit (ADU) or Mother-in-Law Suite to your property? Our consultation meeting is the perfect first step! This meeting will help you understand the City's requirements early in the process and guide you toward approval!

1. How to Schedule a Consultation Meeting

Consultation meetings are held every Wednesday afternoon. To book a meeting, submit a complete application via email to: eplan-planning@cityofloveland.org

Once we receive your application, we'll notify you of your scheduled meeting date and time. Meetings can be held in person at the Development Center (410 E. 5th Street) or virtually – whichever works best for you!

2. What You Need to Submit

- ✓ **Application Form** – Complete this application packet
- ✓ **Concept Site Plan** – A simple site plan showing:
 - Property lines, adjacent streets, and alleys
 - Existing house and any other structures (shed, detached garage, etc.)
 - Proposed ADU location with labeled setbacks from property lines

💡 **Need help with a site plan?** Use the City's Property Report Tool for mapping options:
www.lovgov.org/services/development-service/current-planning

For questions, contact us at: ☎ **970-962-2523** | ✉ planning@cityofloveland.org

| Meeting Request | | | |
|--|-------------------------------------|------------|---------------------------|
| Preference: | In Person at the Development Center | | Virtual (Microsoft Teams) |
| If in person, number of individuals attending: | | | |
| Contact Information | | | |
| Name: | | | |
| Email Address: | | Phone: | |
| Relationship to Project: | Property Owner | Consultant | Other |

| Property Information | |
|--|--|
| Address of Main House | |
| Legal Description | Lot _____ Block _____ Subdivision Name |
| Square footage of Main House | |
| Does your subdivision have a Homeowners Association? | Yes No |

| ADU Information | |
|--|---|
| Type of ADU | Attached to the main house Detached from the main house Inside house (specify location) _____ |
| Type of Construction | Traditional construction Manufactured/Prefabricated Still deciding |
| Total Square footage of ADU | |
| Is the ADU a conversion of an existing structure? | Yes (specify what structure) _____ No |
| Number of Stories | 1 2 |
| Intended Use | Family member residence Long term rental Short-term rental (Airbnb, Vrbo, etc.) |
| What else would you like us to know about the ADU request? | |
| Questions for City Staff | |