



City of Takoma Park

Housing and Community Development

Creating and Permitting Your Takoma Park Accessory Dwelling Unit (ADU)

Presented by:

Patti Mallin, Licensing Specialist

March 25, 2021

7pm

Creating and Permitting Your Takoma Park Accessory Dwelling Unit

Panelists

- **Takoma Park Homeowners**
Sam Bryson
Jennifer Lukas
- **Montgomery County, DHCA**
Clifton Bouma,
Licensing and Registration
Ivan Eloisa,
Housing Code Enforcement
- **Habitat for Humanity/
Metro Maryland**
Sarah Reddinger,
VP Community Development

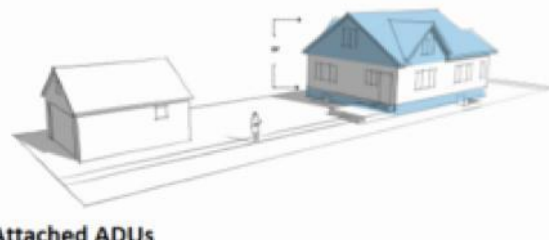
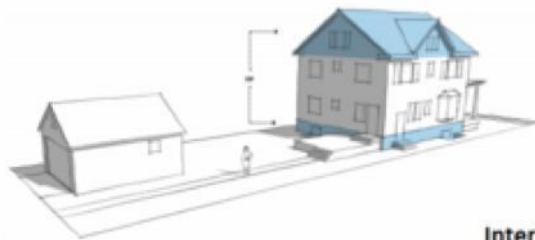


**Creating and Permitting
Your Takoma Park
Accessory Dwelling Unit
Program**

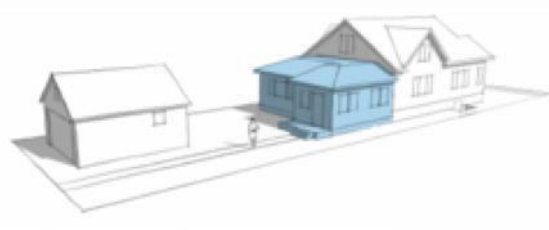
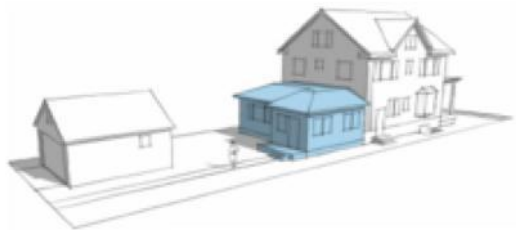
- **Definitions and Big Picture**
- **Homeowner Stories**
- **Overview of County Permitting and Inspection Process**
- **Takoma Park Rental Licensing**
- **Resources to Help You Complete the Process**
- **Questions**



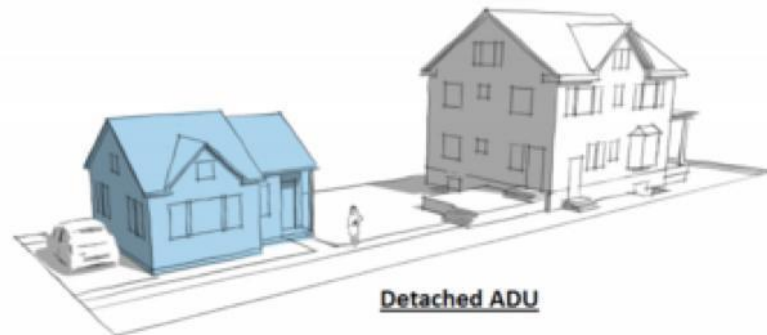
ADU: Definition



Interior Attached ADUs



Attached ADU (via Addition)



Detached ADU

ADU: Definition

Must have separate entrance, full kitchen, full bath



ADUs: Benefits

- Create affordable rental units
- Create income stream to make mortgages affordable
 - Young families
 - Seniors Aging in Place
- Increase density near transit without changing character of neighborhood



Why is a Montgomery County Permit Needed?

- Zoning is controlled at the County Level.
- Properties zoned for single-family homes (R-60s in Takoma Park) need permission for second unit.
- Other Zoning doesn't necessarily require permit – but does require rental licensing.
- Look it up:
<https://mcatlas.org/zoning/>



Homeowner Stories: Sam Bryson

Columbia Avenue, From the Ground Up



Homeowner Stories: Jennifer Lukas

Allegheny Avenue, Modifying What's There



**Montgomery County
Department of Housing and Community
Affairs**

**Accessory Dwelling Units
(ADUs)**



Application Process

Visit our website at-

<https://montgomerycountymd.gov/DHCA/housing/licensing/>

Paper applications available

Can apply online through **AccessMCG** application portal



ADU Application Fees

- \$250 Filing Fee
- \$220 Public Notice Sign Fee
- Total - **\$470**

Montgomery County does not license ADUs in Takoma Park, so no license fee.



Required Documents with Application

- Proof of residency for all legal owners.
- Two drawings - Apartment and driveway/parking pad with dimensions labeled. Apartment drawing must show doors, windows, stairs, rooms (label), bathroom fixtures, kitchen appliances, main entrance, and dimensions of rooms or entire apartment.
- Affidavit signed by all legal owners.
- Proof of Registration with the Maryland Department of the Environment * (*Properties built before 1978). **410-537-4199**



Basic ADU Requirements

- 1,200 square feet limit for attached ADU. If ADU is in a basement, ADU may equal the square footage of the existing space.
- Detached ADU must be the least of:
 - 1) 50% of the footprint of the principal dwelling
 - 2) 10% of the lot area or
 - 3) 1,200 square feet of gross floor area.
- ADU must have its own entrance location on the side or rear of the property. Entrance must lead directly to the outside.
- ADU must have same address as the property.



Other ADU Requirements

- The property must be the owner's primary residence. Both units may not be rented. If the owner(s) move out of the property, the ADU must be eliminated.
- The ADU must be the only rental use of the property.
- ADUs may not be used for short-term rentals.
- ADUs must be licensed whether they are rented or not.



ADU Application Process

- ADU application is received and processed. Application will not be accepted until all documents and payment are received.
- Once application is accepted, it is forwarded to Code Enforcement. They will create a case and an inspector will reach out to the owner to conduct a preliminary inspection.
- After the preliminary inspection, the owner may take the inspection report and stamped drawings to the Department of Permitting Services for any needed permits.
- Once all work is completed, Code conducts a final inspection. Once the inspection is passed, the ADU will be approved. The owner may then apply with the City of Takoma Park for a rental license.



Need more Information?

- Website - <https://montgomerycountymd.gov/DHCA/housing/licensing/>
- Phone - 240-777-0311
- E-mail - DHCA.Licensing@MontgomeryCountyMD.Gov
- Office - 1401 Rockville Pike, 4th Floor
Rockville, MD 20850



Takoma Park Rental Licensing

- **After Montgomery County Permit Approved**

- **You're Almost Done**

- ✓ Send in County Approval Letter and Lead Certificate
- ✓ <https://takomaparkmd.gov/government/housing-and-community-development/rental-housing/rental-housing-licensing/> (takomaparkmd.gov search for “Rental Housing Licensing”)
- ✓ Complete Rental License Application, pay fee
- ✓ Complete Landlord Certification
- ✓ Biennial Rental License Issued
 - Regular inspections
 - Current Lead Certificates on file with City
 - Renewal application and licensing fee
 - Selling your property





Sarah Reddinger

VP Community Development

Habitat for Humanity Metro Maryland

Habitat for Humanity & ADUs

Habitat for Humanity

- World's Largest Nonprofit Builder
- Affordable Homeownership
- Operate through local affiliates
 - Montgomery & Prince George's County
- Licensed Contractor & Lender

Habitat's Programs

- New Construction
- Rehabilitation
- Home Repair
- Weatherization
- ADUs!



Habitat's Work on ADUs

- Mobilized community members to support ZTA to expand ADU access
- Hosting ADU Information Sessions
- Launching an ADU Program for Low-Income Homeowners

ADU Program

- Pilot Program
- Identify 1 to 3 Homes
- Structure to ensure affordability for owner
- Pair with home repair and weatherization programs



Qualifications

- Be a Takoma Park Homeowner
- Household income < 80% AMI
- Owners live and have lived in home +1 year
- Current Homeowners Insurance
- Comply with County and City ADU requirements

AMI Levels

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$55,750 |
| 2 | \$63,700 |
| 3 | \$71,650 |
| 4 | \$79,600 |
| 5 | \$86,000 |
| 6 | \$92,350 |



Next Steps



- Submit an Inquiry
- Habitat will reach out to discuss project
- Submit an application

Contact Information

Sarah Reddinger
VP Community Development
Habitat for Humanity Metro Maryland
Sarah.Reddinger@HabitatMM.org

(301)990-0014x27

www.HabitatMM.org

Submit an Inquiry:

<https://habitatmm.org/how-to-apply/home-repair-services-for-homeowners/submit-an-inquiry.html>

Up to Code Grants

A grant program to help Takoma Park residents complete the last step in bringing an Accessory Dwelling Unit into compliance with Montgomery County Code.

- Qualified applicants are eligible for a grant up to \$10,000 to bring a unit into code-compliance **in response to issues identified by County inspectors during an ADU permit application inspection.**
- The grant will be paid to the applicant as a reimbursement for approved work, or directly to the licensed contractor. Grants will be awarded on a first-come, first-served basis to those applicants fully meeting the requirements.
- Details and application at <http://takomaparkmd.gov/grants>



Questions?

Contact Information

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Montgomery County

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