



# Caroline County MARYLAND

DEPARTMENT OF PLANNING & CODES

HEALTH & PUBLIC SERVICES BUILDING  
403 S. 7<sup>TH</sup> STREET, SUITE 210  
DENTON, MD 21629-1335  
Tel: 410.479.8100  
www.carolinemd.org

## ACCESSORY DWELLING REQUIREMENTS CHECKLIST

- Application Received and Completed
- Site Plan Received
- Architectural Drawings Received – Floor Plan and Elevations
- Health Department Approval Received (cannot have separate water/sewerage facilities)
- Type of Structure (mobile homes are not permitted):
  - Attached (within principal dwelling)
  - Detached
  - Conversion of Existing Building (must be at least five years old)
- Size:
  - Total Square Footage of Principal Dwelling**  
(includes dwelling, porches, decks, basement and attached garage)
  - Total Habitable Area of Accessory Dwelling (400 sq. ft. min. – 1,000 sq. ft. max.)  
(does not include open, unenclosed porches, platforms, patios, decks, basement or attic storage spaces or attached garages)
  - Total Square Footage of Accessory Dwelling**  
(no larger than 50% of the total area of the principal dwelling)
- Location:
  - No closer to the front property line than the principal dwelling
  - No further than 100 feet from the principal dwelling
  - Located in a side or rear yard
  - Cannot be located within the building restriction setbacks
- Property Owner Must Reside In:
  - Principal Dwelling
  - Accessory Dwelling
- Adequate Parking Provided

\_\_\_\_\_  
Verified By (Signature)

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Total Due: \_\_\_\_\_ Last Date of Receipt: \_\_\_\_\_ Objections:  Yes  No  
Date Mailed: \_\_\_\_\_ Date 30-Day Ends: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Date to Obtain Building Permit: \_\_\_\_\_ (must obtain within one year)  
Date to apply to BZA for SUE: \_\_\_\_\_ (must apply within six months)