

RESIDENTIAL ACCESSORY BUILDING REVIEW CHECKLIST



This checklist must be submitted with a Building Permit Application for any RESIDENTIAL ACCESSORY BUILDING.

Job Information		
Property Address:	Suite #	Contractor:
<input type="checkbox"/> Storage Building	<input type="checkbox"/> Barn	<input type="checkbox"/> Carport
<input type="checkbox"/> Garage		
<input type="checkbox"/> Other:		
Total Width:	Total Depth:	Total Height:
<input type="checkbox"/> Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Metal <input type="checkbox"/> Other:		
<input type="checkbox"/> Is there a primary or main structure on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Is it a prefabricated building that will be delivered? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Will it have electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Will it have water or sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Will it be used for a home business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Submittal Requirements		
The following documents must be submitted with application:		
<input type="checkbox"/> Contractor Registration Application with State issued id and appropriate trade license.		
<input type="checkbox"/> Building Permit Application (1 copies) (Located at http://www.kaufmantx.org/2214/Forms under Building Permit Forms		
<input type="checkbox"/> Plan Review Checklist (1 copy)		
<input type="checkbox"/> Survey (2 copies) showing property lines with location of accessory building clearly indicated and marked *		
<input type="checkbox"/> Construction Plans (2 copies) to include footing details (Even if it is a prefabricated building, the company should have specifications on the building that they can give you)		
<input type="checkbox"/> 1 usb drive if the plans are larger than 11"x17"		
* If a survey is not available, please check with staff to see if there is a survey in the address file.		

Applicant's Signature: _____

Date: _____

Print Name: _____

Contact Phone # _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.

City of Kaufman Development Services
209 S. Washington Street, Kaufman, Texas 75142
972/932-2216

RESIDENTIAL ACCESSORY BUILDING REVIEW CHECKLIST



Agriculture Open Zoning Districts

- Accessory buildings, including a private garage, shall not occupy more than fifty (50%) percent of the minimum required rear yard.
- When the accessory building is directly attached to the main building, it shall be considered an integral part of the main building.
- Barns designed to house large animals must be located a minimum of 100 feet from any residential structure and 100 feet from any adjacent property line.
- A detached private garage used in conjunction with the main building.
- Antennae (amateur or CB radio) and/or satellite dish antennae, as specified in Section 40.5.
- Detached garages with living quarters (i.e., garage/accessory dwelling), detached servants (i.e., caretaker's) quarters (with a garage), or other accessory buildings such as barns, sheds, and other structures are permitted.
- Detached servants quarters without a garage may be permitted only by SUP, and are required to be on a lot three (3) acres or larger.
- No such accessory building or quarters shall be used or occupied as a place of abode or dwelling by anyone other than a bona fide caretaker, servant or farm worker actually and regularly employed by the land owner or occupant of the main building, or is a guest or family member of the owner/occupant.
- Only one (1) accessory dwelling unit (i.e., garage/accessory dwelling, servants/caretakers quarters, etc.) shall be allowed on any lot within the A-O district, and they shall be clearly incidental to the primary use (i.e., single-family detached residential).
- These accessory living structures shall not, in any case, be leased or sold.
- Accessory Buildings are to be located behind the front building line with a minimum of ten feet (10') separation between main building and accessory structure and a minimum of three feet (3') from any side or rear property line.
- Detached garages are to be located at least ten feet (10') from the main building and behind the front building line with a minimum of twenty (20') feet from the door face of the garage to the edge of pavement from any public roadway or alley and a minimum of three feet (3') from side or rear property lines.
- Detached garages with accessory dwelling units shall be located a minimum of ten feet (10') from any property line.

Single Family SF-20

- Accessory buildings and uses, customarily incidental to residential uses and located on the same lot therewith, but not involving the conduct of a retail business except as provided herein:
- Accessory buildings, including a private garage, shall not occupy more than fifty (50%) percent of the minimum required rear yard.
- When the accessory building is directly attached to the main building, it shall be considered an integral part of the main building. See Section 37 for additional accessory use requirements.
- A detached private garage used in conjunction with the main building.
- Antennae (amateur or CB radio) and/or satellite dish antennae, as specified in Section 40.5.
- Detached garages with living quarters (i.e., garage/accessory dwelling), detached servants (i.e., caretaker's) quarters (with a garage), or other accessory buildings such as barns, sheds, and other structures are permitted.
- Detached servants quarters without a garage may be permitted only by SUP, and are required to be on a lot three (3) acres or larger.
- No such accessory building or quarters shall be used or occupied as a place of abode or dwelling by anyone other than a bona fide caretaker, servant or farm worker actually and regularly employed by the land owner or occupant of the main building, or is a guest or family member of the owner/occupant.
- Only one (1) accessory dwelling unit (i.e., garage/accessory dwelling, servants/caretakers quarters, etc.) shall be allowed on any lot within the SF-20 district, and they shall be clearly incidental to the primary use (i.e., single-family detached residential).
- These accessory living structures shall not, in any case, be leased or sold.
- Accessory Buildings are to be located behind the front building line with a minimum of ten feet (10') separation between main building and accessory structure and a minimum of three feet (3') from any side or rear property line.
- Detached garages are to be located at least ten feet (10') from the main building and behind the front building line with a minimum of twenty feet (20') from the door face of the garage to the edge of pavement from any public roadway or alley and a minimum of three feet (3') from side or rear property lines.
- Detached garages with accessory dwelling units shall be located a minimum of ten feet (10') from any property line.
- One (1) story for accessory buildings.

Kaufman Zoning Ordinance

37.1 GENERAL STANDARDS AND REQUIREMENTS

- A. In a single-family or multi-family district, an accessory building is a subordinate or incidental building, attached to or detached from the main building, not used for commercial purposes and not rented. Accessory buildings shall be located toward the rear portion of the property.
- B. In nonresidential districts, an accessory building is a subordinate building, the use of which is secondary to and supportive of the main building. Accessory buildings shall not be permitted without a main building or primary use being in existence. Accessory buildings should, wherever possible, be located toward the rear portion of the property.

37.2 ACCESSORY DWELLINGS

Accessory dwelling units in the "A-O" District shall be allowed as an incidental residential use of a building on the same lot as the main dwelling unit and used by the same person or persons of the immediate family, and meet the following standards:

- A. The accessory dwelling unit must be constructed to the rear of the main dwelling, separate from the main dwelling.
- B. The accessory dwelling unit may be constructed only with the issuance of a Building Permit and shall be constructed out of the same material as the main structure.
- C. The accessory dwelling unit may not be sold separately from sale of the entire property, including the main dwelling unit, and shall not be rented, leased or sublet.
- D. Setback requirements shall be the same as for the main structure.
- E. Accessory dwellings are not permitted without the main or primary structure.

37.3 PERMITTED USES – ACCESSORY DWELLINGS

Accessory dwellings (including garage/accessory dwellings and detached units) may be permitted in residential zoning districts (see regulations for the specific district, and the Use Charts, Section 33), and shall conform to the height limitations of the main structure. No such accessory dwelling or quarters shall be used or occupied as a place of abode or residence by anyone other than a bona fide caretaker, servant or farm worker actually and regularly employed by the land owner or occupant of the main building, or is a guest or family member of the owner/occupant. Only one (1) accessory dwelling unit (i.e., garage/accessory dwelling, servants/caretakers quarters, etc.) shall be allowed on any lot within a residential zoning district, and they shall be clearly incidental to the primary use. These accessory living structures shall not, in any case, be rented, leased or sold.

All other Zoning Districts

37.4 AREA REGULATIONS FOR ACCESSORY BUILDINGS IN RESIDENTIAL AND MULTI-FAMILY DISTRICTS:

A. Size of Yards:

1. **Front Yard:** Detached front accessory buildings shall be prohibited in front of the main building.
2. **Side Yard:** There shall be a side yard not less than three feet (3') from any side lot line, or alley line for any accessory building provided that such building is separated from the main building by a minimum distance of ten feet (10'). In the case of an accessory building being closer than ten feet (10') to the main building, the minimum side yard requirements for the main building shall be observed. Accessory buildings adjacent to a side street shall have a side yard not less than fifteen feet (15'). Garages or carports located and arranged so as to be entered from the side yard shall have a minimum distance of twenty feet (20') from the side lot line, alley line, or alley easement line. Carports or garages arranged to be entered from the side yard, facing a public street, shall have a minimum distance equal to the required front yard for the main building.
3. **Rear Yard:** There shall be a rear yard not less than three feet (3') from any lot line or alley line, or alley easement line, except that;
 - a. Where apartments are permitted, the main building and all accessory buildings shall not cover more than sixty (60%) percent of that portion of the lot lying to the rear of a line erected joining the midpoint of one (1) side lot line with the midpoint of the opposite side lot line;
 - b. Carports, garages, or other accessory buildings, located within the rear portion of a lot as heretofore described, constructed closer than ten feet (10') to the main building, shall have a rear yard equivalent to the rear yard requirement for the main building; or
 - c. Accessory buildings constructed ten feet (10') or more from the main building shall have a rear yard of three feet (3'). If an alley exists, accessory buildings may be located within three feet (3') of a rear lot line if the maximum (e.g., ridge) height of the building is no greater than eight feet (8') and if a solid fence or wall of the same height is built on the rear lot line to screen the building from property located to the rear. Garages or carports that are arranged so as to be entered by a motor vehicle from an alley or rear alley easement shall be set back from the rear property line or alley easement line a minimum distance of twenty feet (20').
4. Carports shall be measured from the posts supporting the roof nearest to the street or alley. (See Figure 12.2).
5. Accessory buildings are not permitted without a main structure.
6. Accessory buildings shall not exceed one (1) story in height. Garage/accessory dwelling units are allowed up to thirty feet (30') in height or two (2) stories whichever is less only in the AO and SF-20 residential districts. Garage/accessory dwelling units up to two (2) stories may be permitted in other single-family residential districts (see Section 33) by SUP if there is no adverse impact upon adjacent properties.
7. Metal accessory buildings less than two hundred and forty (240) square feet are permitted but shall not be used as an enclosed parking area or garage. Accessory buildings over 240 SF or if used for enclosed parking shall compliment the exterior façade of the main building. Agriculture-Open (A-O) uses shall be exempt from this requirement.