

How to ADU

An overview of the Accessory Dwelling Unit application process



Things to know before you get started.

Identify regulations, property details, & intended use

Review Lexington's regulations for ADUs in the local Zoning Ordinance

LFUCG Zoning Ordinance - bit.ly/LFUCGZO_Art3_3-12

Confirm the property's zoning and whether it is under a Historic (H-1) or Neighborhood Design (ND-1) Overlay

LFUCG Zoning Atlas - bit.ly/lfucg-zoning-atlas

Verify any existing private deed restrictions with the Fayette County Clerk

Fayette County Clerk's Office

162 E. Main St.
Lexington, KY 40507
fayettecountyclerk.com

Determine the intended use of the ADU and whether it can comply with the following requirements:

- *Maximum of two persons and any related children may live in the ADU*
- *An ADU intended to be used as a Short Term Rental (STR) must also comply with Article 3-13 (<https://www.lexingtonky.gov/sites/default/files/2023-08/STR%20ZOTA.PDF>) of the Zoning Ordinance*

Step 1 Meet with City Staff and prepare plans

Schedule Pre-Application Conference with the Division of Planning



Planning Contacts

Stephanie Cunningham
scunning@lexingtonky.gov
(859) 258 - 3885

Autumn Goderwis
agoderwis@lexingtonky.gov
(859) 258 - 3187

Prepare plans in consultation with the Division of Building Inspection



Building Inspection Contacts

Elizabeth Arrington
earrington@lexingtonky.gov
(859) 425 - 2009

Fred Stokley
fstokley@lexingtonky.gov
(859) 258 - 3156

Step 2

Apply for ADU Zoning Compliance Permit

Use the Accela Citizen Portal to submit application for an ADU Zoning Compliance Permit with the Division of Planning (lexingtonky.gov/plans)

What to submit:

(This information should be included on the construction plans you will be submitting to Building Inspection for your Building Permit, but it is also needed for Zoning Review)

- **Interior conversion** - Floor plan showing total square footage and location of the ADU
- **Addition** - Floor plan and site plan showing dimensions and setbacks
- **Detached Conversion** - Floor plan and site plan showing dimensions and setbacks



Departmental Review Contacts

Department of Public Safety -
Addressing Office

Robert Poage

rpoage@lexingtonky.gov

(859) 258 - 3381

Department of Environmental Quality -
Capacity Assurance Program

Rebecca Highland

rhighland@lexingtonky.gov

(859) 425 - 2506

Step 3

Apply for ADU Building Permit

Use the Accela Citizen Portal to submit application for an ADU Building Permit with the Division of Building Inspection (lexingtonky.gov/plans)

What to submit:

- Full set of construction documents for total addition/renovation area, including site plan and plat/survey of property

