

## **WASHINGTON COUNTY, ARKANSAS ADDITIONAL DWELLING UNIT CHECKLIST**

(If you have questions about any of the following information, someone in the Planning Office will be glad to answer your questions!) Contact us at 479-444-1724

**2 Homes:**

After the addition of the proposed single family home or guest house there will be only a total of **two single-family homes on the property**

- **The property is at least two acres in size.**
  - If the property is located in the City of Goshen's Planning area, then the property must be at least four acres in size, as the minimum density in this area is one unit per two acres.

**OR**

**3 Homes:**

After the addition of the proposed single family home or guest house there will be only a total of **three single-family homes on the property**

- **The property is at least three acres in size.**
  - If the property is located in the City of Goshen's Planning area, then the property must be at least six acres in size, as the minimum density in this area is one unit per two acres.

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**All of the below apply:**

- The lot, tract, or parcel has **frontage on a Federal, State, or County maintained public road or has a minimum 30' wide access and utility easement providing access from a Federal, State, or County maintained public road or highway.**
- Acceptable soil work with a report from a designated representative of the Health Department stating that there is enough capacity for additional sewage with the existing system and alternate areas, or a complete separate septic system design.**
  - In any event, the septic system must be **installed and operational prior to the occupancy of the new home.**
- Proof that a water tap to accommodate the new home is available or that there is adequate space for a well on the property along with both septic systems, as per Arkansas Department of Health Standards.**
- Minimum County setbacks can be met** (if lot is within a subdivision with more stringent setbacks, then these setbacks must be able to be met); **and there is no encroachment into any existing utility or other type of easements.**
  - Washington County Building setbacks:
    - 20' from the rear property line,
    - 10' from the side property line(s), and
    - 25' from the front of the property and from any road right-of-way (ROW)
- Space between the structures must be a minimum of 20 feet.**
- Additional Dwelling Unit Application completed to the best of your knowledge.**
- A concept or sketch plan showing the location of the existing house and the proposed unit.**
- Certain properties may be subject to private covenants or deed restrictions. Washington County cannot regulate or enforce covenants or deed restrictions. It is the responsibility of each individual property owner to be aware of and comply with any applicable covenants or deed restrictions. The applicable POA or other private parties may have the authority to take legal action as a result of a violation of these private covenants or deed restrictions.**

**WASHINGTON COUNTY, ARKANSAS**  
**ADDITIONAL DWELLING UNIT APPLICATION**

(If you do not know some of the information asked for, someone in the Planning Office will be glad to help you!)  
Contact us at 479-444-1724

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant** (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent and consent to its filing. (check one)  owner  agent*  
**Signature of Property Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Information:**

Tax Parcel Numbers: \_\_\_\_\_

Total Acreage of Property: \_\_\_\_\_

Planning Area: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Road Information:**

U.S., State, or County road # giving access to property: \_\_\_\_\_

If no road frontage exists, a 30 foot wide access and utility easement *must* connect the property to a Federal, State or County road.\*

- If this easement exists, to which road does it connect? \_\_\_\_\_  
File number granting easement (if known) \_\_\_\_\_

*\*If the required easement does not exist, one must be created. Please see Planning Staff for information on this matter.*

Road surface (asphalt, gravel, unimproved, etc.): \_\_\_\_\_ Right of way width: \_\_\_\_\_

**Utility Information:**

Water company name: \_\_\_\_\_  Electric Company name: \_\_\_\_\_

Gas company name: \_\_\_\_\_  Telephone company name: \_\_\_\_\_

Cable company name: \_\_\_\_\_  Sewer System / Septic: \_\_\_\_\_

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**OFFICE USE ONLY:**

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Floodplain: yes no If yes: Map #: \_\_\_\_\_ Floodplain type (A, AE, etc.): \_\_\_\_\_