



# PLUS ONE ADU DESIGN GUIDELINES



# What's an ADU?



**An Accessory Dwelling Unit (ADU) is a secondary housing unit located on the same single-family lot as an owner-occupied unit.**

Accessory dwellings come in a variety of configurations based on budget, desired use, and the applicable municipality's zoning code.



## Other Names for an ADU:

- Accessory apartment
- Ancillary unit
- Basement apartment
- Backyard bungalow
- Carriage house
- Coach house
- Granny flat
- Guest cottage
- Guest house
- In-law suite
- Laneway house
- Multigenerational home
- Secondary dwelling unit
- Secondary suite

# Purpose

To create and improve Accessory Dwelling Units (ADUs) in Shelter Island.

By working with units of local government and community development partners like CDLI, NYS Homes & Community Renewal (HCR) provides a full-service program to support low- & middle-income single-family homeowner occupants who wish to build a new ADU on their property or improve any existing ADUs that needs to be brought into compliance with local & state codes.

ADUs can help stabilize housing expenses or safely house a family member nearby.

# Who's Eligible?

- Shelter Island **Homeowners** who wish to build a new ADU (Accessory Dwelling Unit) on their property
- Homeowners who need to renovate their existing ADU and/or bring it up to code
- Households with incomes at or below **120% of the area median income (AMI)\*** shown in the table below:



## Program Features

Homeowners who are deemed eligible may receive assistance with:



ADU Design & Permitting



Project Budgeting



Environmental Site Clearance



Contractor Selection & Scoping



Construction Oversight



Post Construction Monitoring

Household Size	1	2	3	4	5
Homeowner Maximum Annual Income	\$138,495	\$158,280	\$178,065	\$197,850	\$213,678

\*Income includes all sources of income for all members of the household — overtime, bonuses, pensions, social security, 401 K distributions, tips, etc. Total household income minus allowable exclusions cannot exceed the maximum gross annual income listed below for the household size. CDLI will project the income that will be received for the upcoming 12-month period.

# ADU Guidelines: Shelter Island

Each municipality has different requirements and guidelines for ADUs; it's important to understand what is legal in your area:

## ADU's May Be:

- Small, attached or detached/stand-alone units on a single family lot
- Basement apartments
- Garage conversions
- Any other permitted unit types\*

## ADU's May Not Be:

- Used for short-term or vacation rentals
- Located in the Nearshore Overlay District, "B-1" Zone, or the Causeway District\*\*
- Outside of the Town of Shelter Island

## Additional ADU Requirements:

- Either the original dwelling or ADU **must** be occupied by the owner
- Rental Registry Permit
- Stamped Plans
- 2-Year Time Limited Approval
- Minimum square footage of 480 sq. ft. per ADU
- Maximum of 2 bedrooms per ADU
- For sewerred areas with public water access:
  - Minimum lot area of 20,000 sq. ft.
  - Allowable Sanitary Design Flow of 600 GPD/acre
  - Septic Density limit of 2 dwellings per unit acre
- For unsewered areas without public water access:
  - Minimum lot area of 40,000 sq. ft.
  - Allowable sanitary design flow of 300 GPD/acre
  - Septic Density Limit of 1 dwelling per unit acre
- I/A OWT Installation for new developments\*\*\*

# What If I Already Have An ADU?

A homeowner will only be able to receive an accessory dwelling permit if their ADU conforms with all town, state, and federal building code requirements. To make sure your existing ADU is up to code, please contact the Town Building Department.

\*As per Town and County Code / Zoning

\*\*Unless the accessory apartment is preexisting nonconforming

\*\*\*Innovative / Alternative Onsite Wastewater Treatment Systems (I/A OWTS)

# What Can I Build?

The answer to this will vary based on a variety of factors, such as your budget, location, and lot size. The following will show an example property and three ADU options that meet the Town of Shelter Island ADU requirements. **All owner background, property specifications, floorplans, and designs are for informational purposes only.**

## Owner Background

The owner of this property is a year-round resident of the Town of Shelter Island, and has a desire to build a new accessory dwelling after hearing about the Plus One ADU Program. After accomplishing the preliminary steps of filling out the **Plus One ADU Form** and being selected by CDLI, it's time to decide what kind of ADU to build.



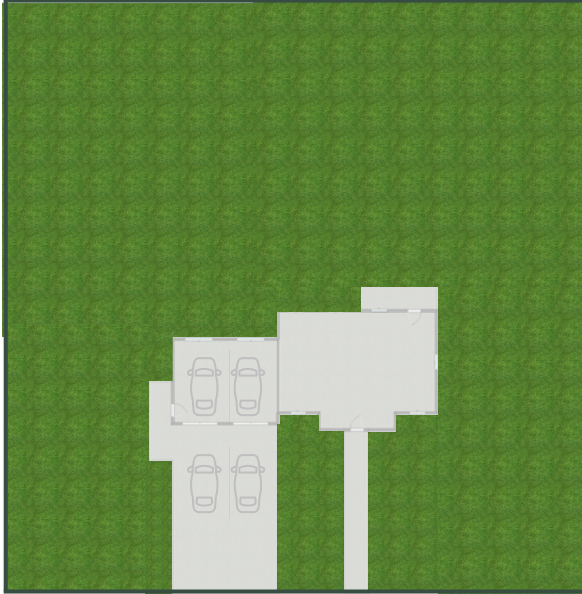
### Property Specs: Pre-ADU

- Primary Dwelling:
  - 2,000 sq. ft.
  - 2 stories
  - 3 bedrooms
  - 2.5 bathrooms
- 2-Car Garage:
  - 500 sq. ft.
  - 1 story
- Meets all of Town of Shelter Island and New York State codes
- Fully sewered with public water access



# Lot Area Comparison

As mentioned previously, minimum lot area is a factor that will deem your property ineligible for the Plus One ADU Program if the criteria is not met for your specific property. In the Town of Shelter Island, lot size requirements are based upon whether or not the property is sewerer with public water access. Examples of lot sizes are shown below. Please contact the **Town of Shelter Island Building Department** with any questions regarding your specific lot area constraints.



## 20,000 ft<sup>2</sup> Lot

The example to the left shows a 20,000 square foot lot with the example property placed on it. **This is the minimum lot size to be eligible for the Plus One ADU Program in Shelter Island for sewerer areas with public water access.**

This example would not meet current lot size standards, but may have been grandfathered in with the following dimensions:

- 141' x 142' = 20,022 square feet
- Front yard: 47'
- Side lots: 35'

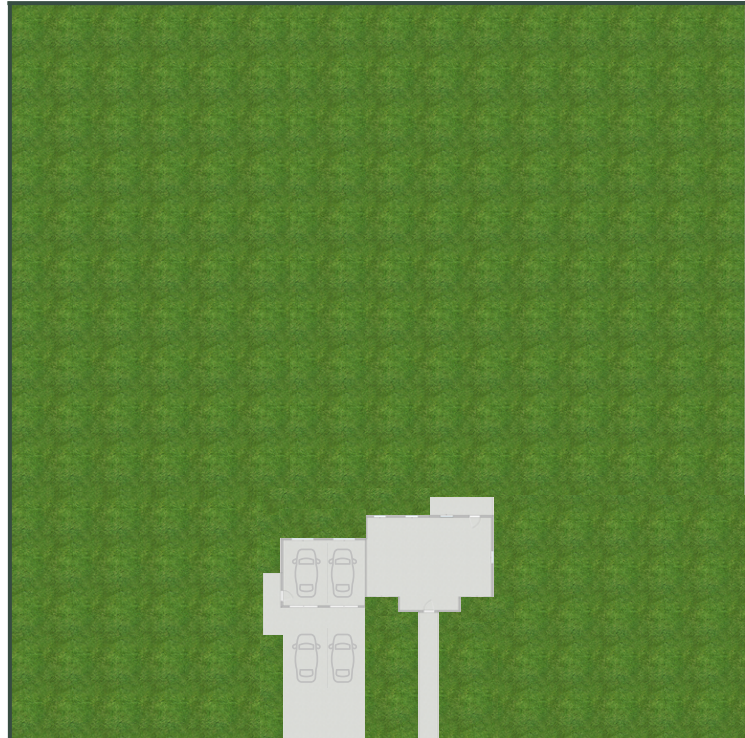
## 40,000 ft<sup>2</sup> Lot

The example to the right shows a 40,000 square foot lot with the example property placed on it.

**This is the minimum lot size to be eligible for the Plus One ADU Program in Shelter Island for unsewered areas without public water access.**

This example would meet the District A Residential zoning standards with the following dimensions:

- 200' x 200' = 40,000 square feet
- Front yard: 50'



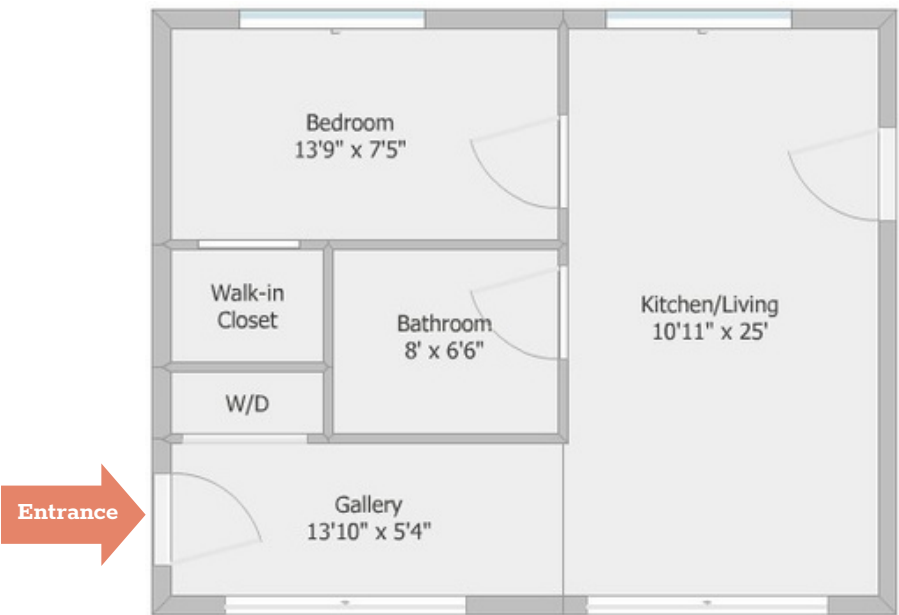
# Option 1: Garage Conversion

A garage conversion is usually the most cost-effective way to add an ADU to your house. However, a garage conversion takes away two existing parking spots. To be able to meet the design requirements for the Town of Shelter Island, the owner would have to make sure that there's at least one off-street parking spot available for the ADU; this may mean expansion of existing driveway.

## Proposed Solution

Garage Conversion:

- Changes garage use
- Adds 500 ft.<sup>2</sup> of livable space without expanding the building footprint
- 1 bedroom
- 1 bathroom
- Walk-in closet
- In-unit washer and dryer
- Full kitchen and living space
- Gallery-style entrance
- Separate and shared access





## Design Checklist

- ☒ 1 front entrance
- ☒ 480 sq. ft. or more
- ☒ 2 bedrooms or less
- ☒ Interior stairwells only
- ☒ Off-street parking provided



## Option 2: Above Garage ADU

An above garage accessory dwelling is exactly what it sounds like; an accessory apartment located above a garage. Although this type of ADU isn't as cost-effective as a garage conversion, it allows the occupants to retain their current use of the garage without expanding the building footprint. The entry staircase has been added to the interior of the garage to comply with Town of Shelter Island design requirements.

### Proposed Solution

Above Garage ADU:

- Retains garage use
- Adds 500 ft.<sup>2</sup> of livable space without expanding the building footprint
- 1 bedroom
- 1 bathroom
- In-unit washer and dryer
- Full kitchen and living space
- Indoor staircase from 1st floor garage
- Separate access from primary dwelling



### Design Checklist

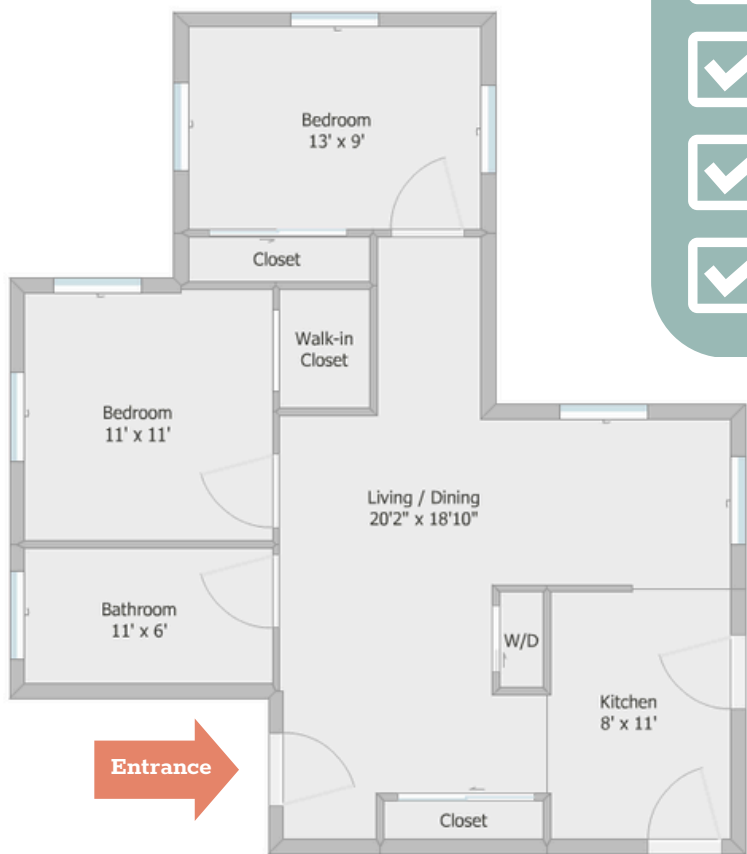
- ☒ 1 front entrance
- ☒ 480 sq. ft. or more
- ☒ 2 bedrooms or less
- ☒ Interior stairwells only
- ☒ Off-street parking provided





# Option 3: Attached ADU

An attached ADU is an accessory dwelling that's usually attached to the back or along the side of the primary dwelling. This type of ADU gives the owner flexibility in their design, and often allows for larger dwellings, depending on budget and property size. This two-bedroom example includes direct garage and patio access.



## Design Checklist



1 front entrance



480 sq. ft. or more



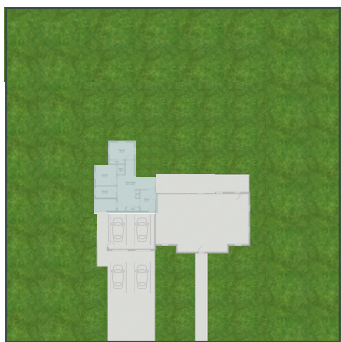
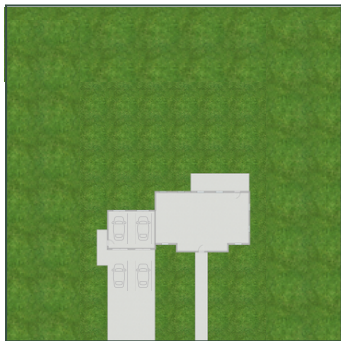
2 bedrooms or less



Interior stairwells only



Off-street parking provided



## Proposed Solution

Attached ADU:

- Retains garage use
- Expands the building footprint by 750 ft.<sup>2</sup>
- 2 bedrooms
- 1 bathroom
- Walk-in closet
- In-unit washer and dryer
- Full kitchen and living space
- Private side entrance

## Option 4: Detached ADU

A detached ADU is an accessory dwelling that's completely separate from the main dwelling while being located on the same property. This allows for greater flexibility in design, increased privacy, and larger floor plans. The following example shows a larger ADU with a private back patio.

### Proposed Solution

Detached ADU:

- Separate dwelling
- Creates new building footprint of 1,000 ft.<sup>2</sup>
- 2 bedrooms
- 2 bathrooms
- Master suite
- Walk-in closets
- In-unit laundry room
- Full kitchen and living space
- Kitchen peninsula
- Dual access to back patio



### Design Checklist



1 front entrance



480 sq. ft. or more



2 bedrooms or less



Interior stairwells only



Off-street parking provided





Home. Health. Opportunity.



## Links & Resources



[Shelter Island Building  
Department](#)



[Plus One ADU Interest Form \(CDLI\)](#)



[Shelter Island Zoning  
Code](#)