



Permits & Planning  
31 Shelby Road  
Sherwood, AR 72120  
Phone: (501) 835-4753  
[permits@sherwoodar.gov](mailto:permits@sherwoodar.gov)

### **Accessory Dwelling Unit Application**

Accessory dwelling units must adhere to those regulations detailed in Section 14.10.16. of the Sherwood Zoning Code. All requirements for the dwelling unit and the building permit application must be met before a permit is issued.

To apply for an accessory dwelling unit, the following are required:

- Complete building permit application including all required plans and documents
- Scaled plot plan in accordance with the requirements of the Sherwood Zoning Code
- All required forms and documents in accordance with building permit application
- Will-serve letters from municipal water system and municipal sewer system or approval from the ADH if municipal water and/or sewer services are not available
- Payment of \$250 non-refundable review fee**
- Payment of non-refundable building permit fee
- Additional information as requested by the Enforcement Officer

One copy of the full application, including all supporting documents, must be emailed to [permits@sherwoodar.gov](mailto:permits@sherwoodar.gov). Two physical copies should be dropped off at the Permits Office.



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### Residential Building Permit Application

Date of Application:	Permit #:
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**Project/Business Name:** \_\_\_\_\_

**Construction Address:** \_\_\_\_\_

**Owner/Tenant:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contact Name & Number:** \_\_\_\_\_

**Contractor Email:** \_\_\_\_\_

**Class of Work:**  New Build  Addition  Remodel  Fence  Siding  Roof  Storage  
 Accessory Dwelling Unit

**Other:** \_\_\_\_\_

**Gross Area Under Roof:** \_\_\_\_\_ SQ FT

**Cost of Construction** (Including electrical, plumbing, HVAC): \_\_\_\_\_

**DEVELOPMENT MUST COMPLY WITH BUILDING AND ZONING CODE AS AMENDED AND  
ADOPTED BY THE CITY OF SHERWOOD. Initials:** \_\_\_\_\_

**Verify with your HOA/POA and or Bill of Assurance regarding proposed development. It  
is the homeowner's responsibility to check their BOA/POA/HOA for any further  
regulations regarding development in their neighborhood. Initials:** \_\_\_\_\_

**I hereby certify that the data submitted on or with this application is true and correct.  
Any deviation from information contained herein, unless approved by the Building  
Official will render this permit null and void.**

**Signature of Contractor, Owner, or Agent (below)**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

**Scope of Work**

**Exterior:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Interior:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Electrical:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Plumbing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mechanical:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applications submitted without plans and scope of work will be automatically denied.**

**The following are required prior to permit approval if using a general contractor:**

Current Contractors License

Current city business license

Current \$10,000 bond payable to the City of Sherwood

For Official Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ORDINANCE NO 2524****AN ORDINANCE AMENDING THE CITY OF SHERWOOD ZONING CODE ORDINANCE NO. 2214, AS AMENDED, FOR THE PURPOSE OF REVISING REGULATIONS PERTAINING TO ACCESSORY DWELLING UNITS; AND FOR OTHER PURPOSES**

**WHEREAS**, current provisions regulating Accessory Dwelling Units must be amended to comply with Arkansas Act 313 of 2025 to allow an Accessory Dwelling Unit to be located on a lot or parcel with an existing single-family residence of greater square footage without requiring special approval or permit;

**WHEREAS**, the Planning Commission, having conducted a properly advertised public hearing on November 10<sup>th</sup>, 2025, and having voted at its regular meeting on the same date to recommend an amendment to the Zoning Code; and

**WHEREAS**, the City Council concurs with the findings and recommendations of the Planning Commission enacting the recommended revision on the basis of such amendments shall protect the health, safety, and welfare of the citizens of Sherwood.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF SHERWOOD, ARKANSAS**

**SECTION 1.** The City of Sherwood Zoning Code is hereby amended to the extent of the changes in Exhibit "A", incorporated herein by reference.

**SECTION 2.** All ordinances, codes, and/or parts of code or ordinances in conflict with these amendments are hereby repealed to the extent of the conflict with these amendments.

**SECTION 3.** If any part or parts of this ordinance are declared void or unconstitutional for any reason, it shall not affect the remaining parts of this ordinance.

**ADOPTED** this 24<sup>th</sup> day of November 2025.



**Mayor Mary Jo Heye-Townsell**

**ATTEST:**



**Charlotte Watson**  
Charlotte Watson, City Clerk

**APPROVED AS TO FORM:**



**Stephen Cobb**, City Attorney

# Exhibit A

## **14.02.12 Yard Standards, Single-Family Residential**

When a single-family dwelling is established and the dwelling is placed in a manner where the setback of the structure exceeds the minimum front yard setback, the front edge of the dwelling closes to the front property line shall become the front yard setback for the lot or parcel and may not be diminished without approval of Board of Zoning Adjustment."

### A. Front Yard.

There shall be a front yard setback having a depth of not less than twenty-five (25) feet.

## **14.04.01 Single-Family Residential District (R-1)**

### C. Accessory Buildings and Uses

#### 2. Accessory uses

d. Accessory Dwelling Unit in compliance with Section 14.10.16 of this Code.

### F. Yard Standards

1. *Front Yard* – There shall be a front yard setback having a depth not less than twenty-five (25) feet. (Reference §14.02.12 for additional front yard guidance)

## **14.10.16 Accessory Dwelling Unit (ADU) Regulations**

### A. General Conditions

1. An accessory dwelling unit shall only be allowed on a lot or parcel where there is an existing single-family, detached dwelling, except when constructed concurrently with single-family, detached dwelling.
2. A maximum of one (1) ADU is permitted by right for each principal single-family detached dwelling.
3. An ADU may be attached, detached, or internal to the principal dwelling, but must be accessed independently of said principal dwelling.
4. An accessory structure may be converted into an ADU provided the accessory structure conforms to the requirements of this section and all applicable building codes.
5. If the associated principal single-family dwelling is permitted conditionally, the ADU shall be subject to all standards established by said conditional use permit.

### B. Standards

#### 1. Size.

a. The maximum size of an accessory dwelling unit shall be the lesser of seventy-five percent (75%) of the gross floor area of the principal single-family dwelling or one thousand (1,000) square feet.

b. The minimum size of a detached accessory dwelling unit shall be no less than three hundred sixty (360) square feet.

#### 2. Building Setbacks and Lot Coverage.

- a. The minimum building setbacks and lot coverage area shall meet the minimum building setbacks and total lot coverage area (for all principal and accessory structures, combined) of the principal structure as required by the subject zoning district in which it is located.
- b. If the front building line of the principal structure is established further from the allowed setback, this established front building line shall be considered the effective front building setback for the lot or parcel.

#### 3. Improvements.

No improvements to public streets or sidewalks shall be required as a condition of ADU construction except when necessary to reconstruct or repair a public street or sidewalk that was disturbed as a result of construction of the ADU.

### C. Review and Approval Procedure

Applications for an accessory dwelling unit shall adhere to the following procedure.

#### 1. Application.

Applicant shall furnish a complete building permit application, including all required plans and documents and payment of review fee.

#### 2. Plans.

Applicant shall furnish a scaled plot plan in accordance with the requirements of the *Building Permit* provisions of this Code.

#### 3. Documents.

Applicant shall complete all required forms and documents in accordance with the requirements of the *Building Permit* provisions of this Code.

#### 4. Additional Information.

Applicant shall provide additional information necessary as required by the Enforcement Officer including, but not limited to:

a. A "will-serve" document provided by the municipal water system;

b. A "will-serve" document provided by the municipal sewer system;

c. Or approval from the Arkansas Department of Health if municipal water and/or sewer services are not available.

### D. Fees

#### 1. Review Fee.

A non-refundable review fee as indicated in the Schedule of Fees adopted by the City Council shall be paid as part of the application. If no Schedule of Fees is adopted, the review fee shall be two hundred fifty dollars (\$250).

#### 2. Building Permit Fee.

A non-refundable building permit fee shall be required as indicated in the building permit fee schedule.

### **14.17.02 Definition of Terms**

Add the following new terms:

**Accessory Dwelling Unit (ADU):** A self-contained and independently accessed living unit that includes its own cooking, sleeping, and sanitation facilities, is intended for residential occupancy, and is located on the same parcel as a detached single-family dwelling of greater square footage.,

**Accessory Dwelling Unit, Attached:** An accessory dwelling unit, as defined herein, which is attached to the principal single-family dwelling by means of at least a portion of a shared common wall or by a common roof with no greater than 10 feet of wall separation from the principal single-family dwelling. Entry to the ADU must be independent of the principal single-family dwelling.

**Accessory Dwelling Unit, Detached:** An accessory dwelling unit, as defined herein, which does not share a common wall or roof with and is separated by a minimum of 10 feet of yard space from the principal single-family dwelling.

**Accessory Dwelling Unit, Internal:** An accessory dwelling unit, as defined herein, which is wholly contained within the principal single-family dwelling, but still accessed independently of the principal single-family dwelling.

### **14.18 SCHEDULE OF USES**

Amend table as follows:

SCHEDULE OF USES														
OPEN SPACE	SINGLE FAMILY RESIDENTIAL	MULTI FAMILY RESIDENTIAL	MULTI FAMILY RESIDENTIAL	MANUFACTURED HOUSING	MOBILE HOME PARK	NEIGHBORHOOD COMMERCIAL	SHOPPING CENTER	COMMUNITY SHOPPING	GENERAL COMMERCIAL	HIGHWAY & OPEN SPACE DISPLAY	SPECIAL PURPOSE OFFICE	GENERAL OFFICE	LIGHT INDUSTRY	PARKING TYPE
OS	R-1	R-2	R-3	R-4	MHP	C-1	C-2	C-SC	C-3	C-4	O-1	O-2	I-1	
	A	A		A	A									

Accessory Dwelling Unit see 914.10.16

X = Permitted in District

A = Accessory Use

T = Temporary Use

C = Conditional Use

Blank = Use not permitted in District