

Accessory Dwelling Unit (ADU) Submittal Checklist

Staff Use Only:

ADU #:

Project Name:

DEFINITION AND PURPOSE

A habitable living unit created within, attached to, or detached from a single-family residence that provides the basic requirements of shelter, heating, cooking, and sanitation within the unit.

The purpose of accessory dwelling unit provisions are to:

1. Fully utilize residential housing supply in existing neighborhoods while preserving neighborhood character.
2. Improve cost efficiency of existing infrastructure.
3. Provide additional options for rental housing within a wide range of prices.
4. Increase opportunities for home ownership and allow older homeowners to remain in their homes and obtain extra income, companionship, and security.

GENERAL STANDARDS AND CRITERIA

Number of ADUs Per Lot:

Only one (1) ADU is allowed per residential lot as a subordinate use in conjunction with a single-family structure.

Zoning:

ADU's are permitted in the Urban Low Density (UL) and Urban Medium Density (UM) zones.

Owner Occupancy:

An owner of the property must occupy either the primary single-family dwelling or the accessory dwelling unit.

Maximum Size:

Eight hundred (800) square feet for an attached or detached ADU created through an addition, remodel, or designed into/as a new structure at time of construction. Or forty-five percent (45%) of the total square footage of the existing dwelling for an attached ADU, created within an existing a single-family residence.

Further Information:

For frequently asked questions and answers, please refer to the handout found here:

<https://www.seatacwa.gov/government/city-departments/community-and-economic-development/planning-division/faq-handouts>

Please speak with a Planner for further guidance regarding accessory dwelling units established prior to the City of SeaTac incorporation or prior to Ordinance 04-1023 adopted on 11.23.2004 before proceeding.

REVIEW PROCESS AND PROCEDURES

Accessory dwelling units shall be considered in accordance with SMC 15.465.100 and be processed as a Type I Permit per SMC Title 16A.

1. For the application to be accepted for intake through the Permit Center, the Master Land Use Application and Accessory Dwelling Unit Checklist must be completed, with all required supplemental documents provided.

Applying for a building permit for new construction and/or remodeling may also be applicable. A Pre-Application meeting is not required, but a voluntary meeting can be requested by the applicant. For further information visit: <https://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications>

2. After intake, the application may be returned to the applicant for additional information or modifications throughout the administrative review process.
3. Once plan review is complete and the application is approved, a separate address may be assigned to the accessory dwelling unit. The postmaster and all associated utility companies are notified of this change.
4. An ADU Owner Occupancy Affidavit (provided by staff) is required to be signed, notarized, and recorded by the property owner(s) with the King County Recorder’s Office. The affidavit, with proof of recording is to be returned to the Permit Center.
5. If there is an associated building permit, the permit will be issued at this time.

Application Checklist

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
1	Master Land Use Application form, completed.		
2	Building permit submittal, if applicable.		
3	Required fee(s) paid.		
4	Electronic: A thumbdrive with electronic copies of all documents, OR Paper: Original, plus four (4) copies of all documents.		
5	Proof of connection to public sewer or letter from King County Environmental Health reflecting adequate septic drain field and reserve space for change of use.		
6	In a separate written attachment, please provide the following: <ul style="list-style-type: none"> • Description of the property. • Scope of the project: <ul style="list-style-type: none"> ○ Is the ADU attached or detached? ○ Is an existing structure or space being converted, i.e. a garage, or basement? ○ Square footage of the ADU. 		
7	Additional items as identified by staff, if applicable.		

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Site Plan		
	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).		
	Location and dimensions of proposed accessory dwelling unit.		
	Distances between proposed structures, existing structures, and property lines.		
	Indicate all structures to be removed / demolished.		
	Location of existing private and public utility lines and/or easements.		
	On-site vehicular access such as driveways, private roads, and parking areas.		
	Location, dimension, and number of parking spaces.		
2	Conceptual Architectural Plan		
	Building facades drawn at 1/4", 1/8" = 1' or comparable scale showing: <ul style="list-style-type: none"> • Elevations; • Building height; • Entrances. 		
	Floor plans with uses labeled.		