



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
ACCESSORY DWELLING UNIT CHECKLIST

→**Instructions:** Submit this checklist with either your building permit application (Review Process I), or with your Accessory Dwelling Unit (Review Process II) application, in order to apply for an attached or detached ADU. The proposal must meet Everett Municipal Code 19.7.030, Accessory Dwelling Units and any other setback or other zoning regulations. **Note:** *This checklist only addresses zoning code regulations for ADUs and does not address building code or other site development codes.*

	Column to be completed by Applicant ↓
<p>1) <input type="checkbox"/> Fees. See current Fee Schedule for Review Process I or II. This fee does not include building permit fees or system development fees. Please speak with a Permit Technician at 425-257-8810 opt 8 to understand all fees involved to add an ADU to your property.</p>	<p>Total Fee: _____ _____</p>
<p>2) <input type="checkbox"/> Where are ADUs Permitted? An ADU shall be permitted as an accessory use to the principal dwelling unit in the zones indicated in Use Table #5.1 on any legally established lot. ADUs are permitted in the following zones: A-1, R-S, R-1 or R-2.</p>	<p>Zone of Property: _____ Historic Overlay: _____</p>
<p>3) <input type="checkbox"/> Is your application a Review Process I or II? <u>Review Process I.</u> An ADU shall be processed with your building permit application if no modification of the standards are requested. <u>Review Process II.</u> If requesting a modification from any of the standards listed below, the application shall be processed as a Review Process II. <u>Review Process II modification of standards include:</u> a) Waiver of off-street parking (see #6). b) Reduction of rear setback for non-alley DADUs (see #10). d) Exceed 18ft in height for non-alley DADUs (see #11). e) Increase in allowable lot coverage by building (see #12). f) Modification of design standards (see #13).</p>	<p>Check one: <input type="checkbox"/> Review Process I. Complete this checklist and include it with your building permit submittal. <input type="checkbox"/> Review Process II. Complete this checklist and include it with your Review Process II application <i>before</i> submitting for your building permit. Use the application titled, "Accessory Dwelling Unit Application (Rev II)".</p>
<p>4) <input type="checkbox"/> Owner Occupancy Required. Either the principal dwelling unit or the ADU shall be occupied by the owner of the property as his or her principal residence. Prior to issuance of a permit for an accessory dwelling unit, the property owner shall submit to the City a signed affidavit affirming that the owner occupies the principal dwelling as his or her principal residence, and will occupy either the principal dwelling or accessory dwelling after completion of the accessory</p>	<p>Attach the following documents to your application: <input type="checkbox"/> 1) Complete and attach the <i>Owner Occupancy Certificate</i> form. A new certificate is due on April 1st of each year. <input type="checkbox"/> 2) Complete and attach the <i>Accessory Dwelling Unit Covenant</i>. Do NOT record document until</p>

<p>dwelling unit. The owner shall record a covenant with the Snohomish County Auditor, approved by the director, that shall run with the land as long as the ADU is maintained on the property. The property owner shall submit proof that the covenant has been recorded with the Snohomish County Auditor's office prior to issuance of the building permit.</p>	<p>instructed by Planning Staff.</p>
<p>5) <input type="checkbox"/> The owner agrees and acknowledges the following:</p> <p>a) An ADU shall not be segregated from the ownership of the principal dwelling through a subdivision, condominium, or any other process.</p> <p>b) Only one ADU is permitted on a lot.</p> <p>c) An ADU shall not be permitted on a lot with more than one dwelling unit.</p>	<p>Owners Initials _____</p>
<p>6) <input type="checkbox"/> Off-street parking.</p> <p>1. A minimum of one off-street parking space above what is required for the principal dwelling shall be provided for the ADU.</p> <p>2. When abutting an alley, the required parking for the principal and accessory dwelling units shall be accessed from the alley, unless there is an existing legally established driveway connecting to a public street.</p> <p>3. The requirement for one off-street parking space for the ADU may be waived by the Planning Director, using Review Process II as defined in Title 15 of the Everett Municipal Code, when all of the following circumstances apply:</p> <p>a. The property is not located in a Residential Parking Permit zone (EMC 46.30); and</p> <p>b. The property has frontage on a public street; and</p> <p>c. There are at least two on-street parking spaces in front of the subject property; and</p> <p>d. There is a public transit stop located within one-quarter mile walking distance of the property with a safe walking path to the transit stop.</p>	<p>Existing # of spaces _____</p> <p>New # of spaces _____</p> <p>Total # of spaces _____</p> <p><u>Complete if applying for a REV II:</u></p> <p>1) <input type="checkbox"/> Property is not located in a Residential Parking Permit Zone.</p> <p>2) <input type="checkbox"/> Property has frontage on a street called: _____</p> <p>3) <input type="checkbox"/> Yes, there are at least two on-street parking spaces in front of the subject property.</p> <p>4) <input type="checkbox"/> Yes, there is a public transit stop located within one-quarter mile walking distance. Bus Routes#(s) _____</p>
<p>7) <input type="checkbox"/> Owner Occupancy Certificate – Due April 1st of each year.</p> <p>The property owner shall certify to the City no later than April 1st of each year that the owner occupies one of the dwellings as his or her principal residence. Any person who fails to report or falsely certifies that he or she resides in a dwelling unit at the stated address shall be subject to the enforcement and penalty provisions of EMC Chapter 1.20.</p>	<p>Owners Initials _____</p>
<p>8) <input type="checkbox"/> Expiration.</p> <p>The owner agrees and acknowledges that a permit for an ADU shall automatically expire, and the building shall be</p>	<p>Owners Initials _____</p>

brought into conformance with the zoning code, whenever:

1. The ADU is substantially altered and is no longer in conformance with the standards of this section;
2. The owner ceases to reside in either the principal or the accessory dwelling unit.

9) **Size of ADU.**

An ADU shall not exceed 75% of the gross floor area of the principal dwelling, or 800 square feet, whichever is less, provided that the City may allow increased size if the ADU is located completely on a single floor in order to efficiently use all floor area. This process is available only for buildings existing:

- a. on the effective date of Ordinance No. 3534-17 (March 8, 2017); or
- b. at least three years prior to the date of application for conversion to an accessory dwelling unit.

Gross Floor Area of Principal Dwelling: _____ SF
Gross Floor Area of ADU: _____ SF
Percentage of GFA of ADU to dwelling: _____ %

I'm utilizing existing building space to convert to an ADU. (Rev I).

10) **Minimum rear setback.**

Alley lots. An ADU shall have no minimum rear setback.

Non-Alley Lots. 20 feet, provided that the City, using Review Process II as defined in Title 15 of the Everett Municipal Code, may allow a DADU to have a minimum rear setback of 5 feet if the building does not exceed 18 feet in height within the rear 20 feet of the lot.

Complete for Detached ADUs:

Alley Lot Rear Setback: _____
or
Non-Alley Lot Rear Setback: _____

I'm requesting a Rev II modification of this standard for the DADU to have a 5 foot rear setback for my non-alley lot.

11) **Building Height.**

Detached: The maximum permitted building height for a detached ADU shall be:

1. Alley lots. 24 feet.
2. Non-alley Lots. 24 feet, provided however, that the maximum height shall not exceed 18 feet in height when located within the rear 20 feet of the lot.
3. The Planning Director may authorize a greater height limit to match existing roof pitch of the principal dwelling using Review Process II as defined in Title 15 of the Everett Municipal Code, up to a maximum height of 28 feet.

Attached: The maximum permitted building height for **attached** ADUs are 28 feet, provided they meet principal building setbacks. **Note:** A base elevation and height survey may be required if the proposed height is within 1 foot of a maximum height. See the Building Height Handout.

Complete for Detached ADUs:

Alley Lot Building Height: _____ ft
or
Non-Alley Lot Building Height: _____ ft.

I'm requesting a Rev II modification of this height standard for my DADU to have a height no greater than 28 feet to match my existing roof pitch of _____.

12) **Lot Coverage.**

The maximum lot coverage standard for the underlying zone shall apply to all buildings on the lot, provided that it may be increased, using Review Process II as defined in

Proposed % of Lot Coverage: (building(s) footprint coverage divided by lot area)

Title 15 of the Everett Municipal Code, by an additional five percent of the lot area if necessary to allow a DADU on an existing developed lot that meets all other requirements of this section.

I'm requesting a Rev II modification of this lot coverage standard.

13) **Design Standards.**

An ADU shall meet the design standards in this section.

1. Attached ADU's. The single-family appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood. Only one entrance to the residential structure may be located on any street side of the structure; provided however, that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this section.
2. Historic Overlay Zones. On lots located in the Historic Overlay Zone, an attached ADU shall comply with the standards of subsection 1 of this section. A DADU shall comply with the development and design standards of the H Overlay Zone for Infill Dwelling Units.
3. Detached ADU's.
 - a. The DADU shall be designed to give the appearance that it is secondary to the principal dwelling.
 - b. Siding, roofing, windows and building trim materials shall visually match those used on the principal dwelling.
 - c. The roof pitch shall be similar to the predominant roof pitch on the principal dwelling.

Check one.

My project meets the design standards.

or

I'm requesting a modification of these design standards using a Review Process II as defined in Title 15 of the Everett Municipal Code. Attach a typed narrative description of the design standards you are requesting and the impacts the requested modification will have in terms of each one of the following: aesthetics, privacy, view impacts, and compatibility with the character of other dwellings.



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
ACCESSORY DWELLING UNIT
OWNER OCCUPANCY CERTIFICATE

Project # _____

Address _____

KNOW all men by these presents:

That, the undersigned, deposes and state that the undersigned owns the property described by this certification; and does hereby certify that the undersigned resides at said property as the undersigned's permanent and principal residence. This certification is required by Chapter 19.07 of the Everett Municipal Code as a condition of the continued use of an accessory dwelling unit located within the residence described herein and commonly referred to as _____.
Address

Legal Description: See attached

Dated this _____ day of _____, 20____.

Signature of Property Owner

State of Washington
 ss)
County of Snohomish

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, 20____.

Notary Public

My appointment expires _____

When Recorded Return to:

City of Everett
Permit Services, Attn: Project Planner
3200 Cedar St, 2nd Fl
Everett, WA 98201

DECLARATION OF ACCESSORY DWELLING UNIT COVENANT

Grantor/Covenantor/Owner:

Grantee/Covantee: City of Everett

Legal Description:

Assessor's Property Tax Parcel or Account Number:

Street Address:

Permit and Project Number:

Section 1. Recitals.

1.1. The undersigned Grantor/Covenantor is/are the owner(s) (“Owner(s)”) of or has/have a substantial interest in the value, use, enjoyment, and occupation of the real property legally described above (“Property”).

1.2. The Grantee, the City of Everett, (“City”) has a substantial interest in the safe and effective use of lands within its borders, and in the health, safety and welfare of its citizens.

1.3. The Property is the location of a single family residential structure that is the principal residence of the Owner(s) and an accessory dwelling unit within that single family residential structure.

1.4. The Owner(s) have made application to the City for a permit for an accessory dwelling unit in accordance with the provisions of Title 19 of the Everett Municipal Code.

1.5. Before the City will issue any Permit for an accessory dwelling unit, this Declaration of Accessory Dwelling Unit Covenant must be signed, acknowledged and recorded in the records of Snohomish County as a restrictive covenant, restricting and limiting use of the Property.

1.6. This Covenant concerns the Grantor/Covenantor’s use, occupation or enjoyment of the Property and benefits the City as Grantee/Covenantee. This Covenant is intended to bind successors and assigns and run with the land.

Section 2. Restrictions on Occupation, Use, and Development of the Property

The following restrictions apply to the occupation, use and enjoyment of the Property:

2.1. The accessory dwelling unit located on the property is permitted by the City of Everett subject to the regulations set forth in Chapter 19.07 EMC, or as may be hereafter amended or superseded; and

2.2. The Owner(s) shall comply with the regulations referenced in Section 2.1 and certify the owner occupancy of the principal residential structure on the Property; and

2.3. In the event there is a violation of any of the conditions for approval of the permit for the accessory dwelling unit, the Owner(s), or their successors or assigns, must remove from the Property any and all improvements that were installed to create an accessory dwelling unit and completely restore the principal residential structure to a single family residence; and

2.4. Any successor or assign of the Owner(s) shall update the certification of owner occupancy of the principal residential restructure on the Property.

IN WITNESS WHEREOF, the undersigned Owner(s), as Grantor(s)/Covenantor(s), have executed this instrument this ____ day of _____, 20__.

Owner(s)/Grantor(s)/Covenator(s):

By: _____

By: _____

[SINGLE PERSON]

STATE OF WASHINGTON

COUNTY OF SNOHOMISH

ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this instrument and acknowledged it to be free and voluntary act of said person for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, _____.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the state of Washington,
residing at _____

My appointment expires _____

[MARRIED]

STATE OF WASHINGTON

COUNTY OF SNOHOMISH

ss.

I certify that I know or have satisfactory evidence that _____ and _____ are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, _____.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the state of Washington,
residing at _____

My appointment expires _____

[CORPORATION]

STATE OF WASHINGTON

COUNTY OF SNOHOMISH

ss.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this instrument, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of _____ a corporation, to be the free and voluntary act of such corporation for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, _____.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the state of Washington,
residing at _____

My appointment expires _____