

## ACCESSORY DWELLING UNIT APPLICATION

**INSTRUCTIONS** → Submit the following items listed in the checklist below. If this checklist or any of the items below are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with EMC Title 15.

1) <input type="checkbox"/> <b>Fee</b>	Fees are noted in the <a href="#">Planning, Zoning and Land Use Fee Schedule</a> . Fees are non-refundable and payable by cash, check or credit card upon application.
2) <input type="checkbox"/> <b>Land Use Application</b>	The <a href="#">Land Use Application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Accessory Dwelling Unit Checklist</b>	All applications must be accompanied by a completed <a href="#">Accessory Dwelling Unit Checklist</a> and associated forms.
4) <input type="checkbox"/> <b>Site Plan, Survey &amp; Building Elevations</b>	Must be drawn in accordance with the <a href="#">Residential Site Plan Checklist</a> . May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.
5) <input type="checkbox"/> <b>Mailing List</b>	Notice is only required if submitting a Request for Modification of ADU standards. If applicable, this must be completed per the <a href="#">Mailing List Instructions</a> for Review Process II.
6) <input type="checkbox"/> <b>Narrative Statement</b>	A narrative is only required if submitting a Request for Modification of ADU standards. If applicable, include a typed narrative statement addressing each of the modification criteria set forth in <a href="#">EMC 15.03.060</a> .
<b>Submit Application online, in person, or by mail. Online submittal via the Permitting Portal is preferred.</b>	<p><b>Online:</b> <a href="#">Online Submittal Instructions</a></p> <p><b>In Person:</b> City of Everett Public Works, Permit Counter 3200 Cedar St 2<sup>nd</sup> Floor, Everett, WA 98201</p> <p><b>By Mail:</b> City of Everett Planning and Community Development 2930 Wetmore Ave Ste. 8-A, Everett, WA 98201</p>

