



Permit Number: _____
 Project Number: _____
 Related Permit(s): _____

SECTION 1: HOW TO USE THIS CHECKLIST

A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.

SECTION 2: REQUIRED DOCUMENTS

Appl.	Staff		# of Copies
<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	2
<input type="checkbox"/>	<input type="checkbox"/>	Accessory Dwelling Unit (ADU) Description On a separate sheet of paper provide the following: <ul style="list-style-type: none"> ▪ Address all development conditions of KMC 18.73.100 ▪ Is the ADU attached or detached from the primary dwelling unit? ▪ What is the square footage of the primary dwelling unit's living area? ▪ What is the square footage of the ADU living area? ▪ What is the height of the ADU? ▪ How close is the ADU to the rear lot line? 	2

SECTION 3: REQUIRED PLANS AND REPORTS

<input type="checkbox"/>	<input type="checkbox"/>	Site plan and ADU floor plans: reduced sized (11" x 17") <ul style="list-style-type: none"> ▪ These plans are in addition to building permit application plans. A building permit is required for new construction or remodel/additions. See separate building permit submittal checklist. ▪ Plans must be drawn to scale. 	2
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SECTION 4: AFFIDAVIT OF OCCUPANCY BY PROPERTY OWNER

I, _____, am the owner of the subject property located at _____, City of Kenmore, King County, State of Washington, in conjunction with an application for Accessory Dwelling Unit, do hereby depose and say that

the primary or accessory dwelling unit shall be occupied by me, as owner, for a minimum of six consecutive months after completion of the ADU. I have read and understand all regulations related to accessory dwelling units and hereby agree to abide by such rules.

Signature of Property Owner

SECTION 5: NOTES

NOTES:

▪ **Permit Application Fee**

▪ **Kenmore Municipal Code 18.73.100 Accessory Dwelling Units:**

- 1) Only one accessory dwelling unit per primary single detached dwelling unit is allowed.
- 2) Attached ADU's may be 1,000 square feet or the full size of a single floor.
- 3) Detached ADU's must be separated from the primary dwelling unit by a minimum of 5', measured between the eaves or other projections beyond the walls of the two structures.
 - a. If the lot size is greater than or equal to 6,000 square feet, then the maximum floor area for the detached ADU may be 10% of the *lot* area up to a maximum of 1,500 square feet.
 - b. If the lot size is less than 6,000 square feet, then the detached ADU may be up to a maximum of 600 square feet.
- 4) The primary dwelling unit or the accessory dwelling unit shall be owner occupied for 6 consecutive months following the completion of the ADU;
- 5) In R-4 and R-6 residential zones, an ADU is permitted in a rear setback, provided that the ADU is no closer than ten feet to the rear *lot* lone.
- 6) An applicant seeking to build an accessory dwelling unit shall file a notice approved by the department with the records and elections division which identifies the dwelling unit as accessory. The notice shall run with the land. The applicant shall submit proof that the notice was filed before the department shall approve any permit for the construction of the accessory dwelling unit. The required contents and form of the notice shall be set forth in administrative rules;
- 7) The total number of occupants in the principal dwelling unit and the ADU combined shall not exceed the maximum number established for a single-family dwelling as defined in KMC 18.20.1010.

This code reference is not intended to replace the code; the Kenmore Municipal Code (KMC) is available in its entirety online through our website at www.kenmorewa.gov.