



Department of Community Development

152 W Cedar Street
Sequim, WA 98382
(360) 683-4908
www.sequimwa.gov

APPLICATION FOR AN ACCESSORY DWELLING UNIT

For Department Use Only:

Application Number: _____

Associated Applications: _____

Latecomer/DRCA: _____

APPLICANT INFORMATION

Owner's Name: _____

Owner's E-mail Address: _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Business Telephone: _____

Representative's Name: _____

Representative's E-mail Address: _____

Representative's Mailing Address: _____

Representative's Telephone: _____

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? No Yes

If yes, please explain.

Are there any latecomers/Developer Reimbursement Collection Agreements? If yes, attach the appropriate information.

Please provide the existing Address, Legal Description and/or Parcel Number(s):
Use and attach additional pages if necessary.

Accessory Dwelling Unit Application Submittal Requirements Checklist

*****It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Department of Community Development. *****

- A complete Accessory Dwelling Unit application with all required studies, submittal materials, and fees.
- Title Report or other proof of ownership.
- Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 & 18.80).
- Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
- Estimated quantities of fill exported and imported to the site.
- Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project.
- Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- Copies of any existing and/or proposed deed restrictions or covenants.
- Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- Any additional materials, as determined by the department during preliminary discussions to be necessary to fully evaluate the application.
- A description of how parking requirements will be met.
- Site Plan: Minimum drawing size 11" X 17". Minimum scale 1" per 10' for structural plans.
At a minimum, the plan must show the following:
 - Date, scale, north arrow, boundary lines, right-of-way for streets, easements and property lines of lots.
 - Street (right-of-way) widths and names.
 - Lot acreage, dimensions and lot numbers.
 - Elevation Plans of the existing primary dwelling unit and of the proposed new dwelling unit.

**APPLICANT SHALL INITIAL EACH OF THE FOLLOWING STATEMENTS
AGREEING TO COMPLY WITH SECTION 18.66.050**

_____ The total floor area of the ADU shall not exceed 850 square feet or 60% of the area of the primary unit, whichever is less.

_____ Both the ADU and the primary unit shall comply with the International Building and Fire Code regulations.

_____ If the ADU is attached to the primary unit, the main exterior entrances may not be on the same side of the building.

_____ The ADU must have an architectural style that either reflects the primary unit and/or neighborhood's character or reflects a Pacific Northwest architectural style.

_____ One paved off street parking space shall be provided in addition to those required by the primary unit.

_____ Exterior stairways leading to the ADU may not be on the front of the house.

_____ The accessory dwelling unit must meet all zoning development standards, such as setback, lot coverage and height restrictions, when increasing square footage or adding a new detached structure; and accessory dwelling units must meet all building code standards adopted by the city, including building, electrical, fire and plumbing code requirements (conversion of existing legally created on-site accessory structures such as garages to an ADU that do not meet setback requirements are exempt from meeting setback standards).

_____ Mobile homes, manufactured homes, or recreational vehicles are prohibited to be used as ADUs, pursuant to SMC 18.62.030(C)(1)(c)

_____ An ADU may not be used as a short-term rental and must be rented for a minimum of 90 days or more.

_____ Separate utility connections are not required by the city.

_____ Any additions to the ADU will meet the requirements of SMC 18.66.050.

_____ Sale or ownership of such unit separate from the primary residential unit without a land division is prohibited.

_____ The occupant of either the ADU or the primary unit must be the owner of the entire property.

_____ A permit for an ADU shall be subject to the payment of Infrastructure Impact or General Facility fees equal to the established rate for a hotel/motel room.

_____ Prohibited occupancy or sale, in addition to authorizing all other remedies available to the City, shall constitute a zoning violation and a nuisance subject to abatement.

*****The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. *****

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Accessory Dwelling Unit Application.

Owner(s)

Date