



Sedro-Woolley Planning Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360)855-0771  
Fax (360) 855-0733

# ACCESSORY DWELLING UNIT APPLICATION

APPLICATION NUMBER: \_\_\_\_\_

## Section 1 – Applicant Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

## Section 2 – Project Information

Project Address: \_\_\_\_\_

Assessor's Parcel number(s): \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Describe existing use at the location and proposed use/land-use action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Flood zone: \_\_\_\_\_

Total site size in acres: \_\_\_\_\_ Critical Areas by type and acres: \_\_\_\_\_

Describe existing conditions on and adjacent to site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Planning Director must use the following criteria for evaluation when reviewing an ADU application (SWMC 17.100.030). Please fill out as completely as possible and attach any supporting documents supporting your request.

1. ADU Type (check one):
  - Attached ADU (A-ADU)
  - Detached ADU (D-ADU)
  
2. Number of bedrooms in the proposed ADU:
  - Studio
  - One Bedroom
  - Two Bedroom
  
3. Square footage of lot: \_\_\_\_\_square feet
  
4. Square footage of primary residence: \_\_\_\_\_square feet
  
5. Square footage of ADU: \_\_\_\_\_square feet
  
6. Height of ADU: \_\_\_\_\_feet
  
7. Size (%) of the ADU compared to primary residence: \_\_\_\_\_percent
  
8. Percent lot coverage by buildings:
  - a. Before proposed ADU: \_\_\_\_\_percent
  - b. With proposed ADU: \_\_\_\_\_percent
  
9. Water meter will be:
  - Shared with primary residence's meter
  - Separate meter from that of primary residence
  
10. Sewer will be:
  - Shared with primary residence's line
  - Separate line from that of primary residence
  
11. Electrical will be:
  - Shared with primary residence's line
  - Separate line from that of primary residence

**Please attach the following:**

- Owner on site covenant
- Current title report (within 6 months of application).
- Site plan - see site plan requirements.
- Scaled floor plan of the proposed ADU in relation to the residence:
  - Attached ADU – show the floor plan of both the primary residence and the ADU.
  - Detached ADU – show the floor plan of the ADU and scaled footprint of primary residence.
- A photograph or scaled elevation drawing of the front of the primary residence.
- Scaled elevations of all sides of proposed new buildings or additions, including proposed materials, colors, and dimensioned height.

- Fees based on current fee schedule.
- Written confirmation that the property owner is aware and supportive of proposed use.

Site Plan Requirements: A scaled drawing containing the following: (2 SETS)

- Name of property owner, north arrow, scale
- All property lines, easements and their dimensions
- Adjacent streets and rights-of-way
- Circulation for vehicles and pedestrians
- Parking
- Location, size and shape of buildings existing and proposed
- Location of wells, creeks, lakes, rivers, waterfront, dikes, drainage ditches
- Location and dimensions of sewage systems
- Dimension and depth of any fill on the site
- Topography at appropriate contour intervals
- Structures on adjacent property (approximate location)
- Significant trees: Trees over 6” diameter at a point 5 feet above the ground. Stormwater facilities (may be part of separate stormwater report)

### Section 3 – Signature

Application is hereby made for an ACCESSORY DWELLING UNIT concerning the above stated activity. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 4 – Procedure

An accessory dwelling unit (ADU) is a separate dwelling unit that can be located within or attached to a house (Attached ADU); or it can be detached on the same property as an existing house (Detached ADU). An ADU must be approved by obtaining an ADU permit prior to use.

An ADU permit is a planning permit that authorizes an ADU to be located on a site. As such, a building permit must be submitted concurrently, or following, submittal of an ADU permit. A building permit to authorize construction activities cannot be issued until an ADU permit is approved.

**ADUs are allowed in the following zoning districts:**

- Residential 1 Environmentally Constrained (R-1) Zone

- Residential 5 (R-5) Zone
- Residential 7 (R-7) Zone

**ADU permits are required to comply with the following:**

1. One of the dwelling units is required to be occupied by the property owner as their permanent and principal residence. An Agreement and Covenant regarding owner occupancy must be executed and recorded as part of the ADU permit.
2. ADUs are permitted on lots with one single-family home. The lot may not contain more than one primary dwelling unit.
3. Only one ADU shall be permitted per lot.
4. The minimum size of an ADU shall not be less than 205 square feet and the ADU cannot exceed 800 square feet or no more than sixty-six percent of primary dwelling floor area, whichever is smaller. The maximum height of an ADU shall not exceed twenty feet; except the height of a structure containing an ADU over a garage (carriage house) may be increased to twenty-five feet to match the existing roof pitch of the primary residence.
5. The accessory dwelling unit must have a separate entrance from the primary unit.
6. Three off-street, code compliant, parking spaces are required.
7. An ADU can be created by altering the interior space of an existing structure, by constructing an addition to an existing structure, or by constructing a detached dwelling unit.
8. Recreational vehicles, “park models” or temporary housing shall not be utilized as an accessory dwelling unit.
9. The ADU may not be segregated in ownership from the principal dwelling unit.
10. ADUs are required to comply with all applicable building, fire and zoning codes.
11. The ADU shall be billed as a unit for monthly city utility billing purposes. Utilities between the primary dwelling unit and the ADU may be shared and may require upgrades to be in compliance with utility regulations. In all cases, the utility service shut-offs must be accessible to occupants of both units.
12. No more than four occupants may reside in an ADU, regardless of relationship.
13. ADUs are required to comply with all other standards and criteria described in SWMC 17.100.030.

**Submittal Requirements:**

One paper copy and one copy in **an electronic format** of each of the submittal items listed in the ADU Application form are required to be submitted to the City at the same time.

**When Recorded, Return To:**

City of Sedro-Woolley  
Planning Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284



<b>Grantor's Name:</b>
<b>Tax Parcel #:</b>
<b>Abbreviated Legal Description (Lot, Block, Subdivision Name/Number):</b>
<b>Grantee: City of Sedro-Woolley</b>

**ACCESSORY DWELLING UNIT COVENANT:  
LANDOWNER(S) NOTICE AGAINST PROPERTY  
SWMC 17.100.030:**

Accessory dwelling units shall meet the following criteria:

- A. Accessory dwelling units are subject to the codes, regulations, and statutes adopted by reference in Chapter 15.04. The design and size of the accessory dwelling unit shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When there are practical difficulties involved in carrying out the provisions of this title, the director or a designee may recommend modifications that will meet the intent of these codes. Such modifications shall be processed as a variance under this title.
- B. ADUs are permitted on lots with one single-family home. The lot may not contain more than one primary dwelling unit.
- C. Only one ADU shall be permitted per lot.

D. An accessory dwelling unit may be attached or detached from the principal unit.

E. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:

1. Alteration of interior space of the dwelling; or
2. Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
3. Addition of attached living area onto an existing dwelling; or
4. Construction of a detached living area.

F. The maximum size of an accessory dwelling shall not exceed eight hundred square feet, or no more than sixty-six percent of primary dwelling floor area, whichever is smaller. The maximum height of an ADU shall not exceed twenty feet; except the height of a structure containing an ADU over a garage (carriage house) may be increased to twenty-five feet to match the existing roof pitch of the primary residence.

G. The minimum size of an accessory dwelling unit shall not be less than two hundred five square feet.

H. The accessory dwelling unit must have a separate entrance from the primary unit.

I. The ADU shall be billed as a unit for monthly city utility billing purposes. Utilities between the primary dwelling unit and the ADU may be shared and may require upgrades to be in compliance with utility regulations. In all cases, the utility service shut-offs must be accessible to occupants of both units.

J. One off-street parking space is required in addition to the off-street parking spaces required for the principal residence. Parking must be provided on the subject property, either off of an alley or on a driveway. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley. Parking shall be developed in accordance with the standards in Chapter 17.36.

K. The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the accessory dwelling unit as their permanent residence for more than six months out of each year. The owner shall record a covenant with the Skagit County auditor stating that the owner resides at the property; the covenant shall be approved by the director. The property owner shall submit proof that the covenant has been recorded with the Skagit County auditor's office prior to issuance of the building permit.

The planning director may waive this requirement for temporary absences of less than one year, where the accessory unit has been a permitted use for at least two years and the owner submits proof of absence from the region.

L. The current owner will notify prospective purchasers of the limitations on ADUs.

M. Upon sale of the property, a new owner shall be required to amend the ADU development authorization application, sign a new affidavit stating that the owner will live on site and pay the Sedro-Woolley ADU reauthorization fee.

N. The ADU may not be segregated in ownership from the principal dwelling unit.

O. All accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:

1. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the approved plans; or

2. The subject lot ceases to maintain at least three off-street parking spaces; or

3. The owner ceases to own or reside in either the principal or the accessory dwelling unit as specified in subsection K of this section.

P. Recreational vehicles, “park models” or temporary housing shall not be utilized as an accessory dwelling unit.

Q. The accessory and principal dwelling unit shall comply with all applicable requirements of the International Residential Code and zoning ordinance as adopted or amended by the city.

R. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.

S. No more than four occupants may reside in an ADU, regardless of relationship.

T. ADUs shall look like a residential building and resemble the primary dwelling. Metal sided buildings (such as buildings that were originally designed as a shop or garage) must be improved to resemble the primary dwelling. The planning director may approve alternate design of detached ADUs if the proposed building meets the design standards for residential buildings in a planned residential development. This clause is intended to allow for ADU designs that are aesthetically interesting but may not resemble the architecture of the primary dwelling. There are many off-the-shelf ADU designs that provide a high level of aesthetic interest, but may not be similar to the primary dwelling.

U. The address of the ADU shall be the same as the main house with a “b” added to the end of the address number.

V. Short-term rentals are not permitted on properties with an accessory dwelling unit.

**AFFIDAVIT**

I, \_\_\_\_\_, declare that pursuant to Sedro-Woolley Municipal Code 17.100.030 (K), I am the landowner of tax parcel # \_\_\_\_\_ located at \_\_\_\_\_ and that I am making application to create an Accessory Dwelling Unit that will be in compliance with Sedro-Woolley Municipal Code regulations stated above and listed in Chapter 17.100 SWMC, and requiring that the property owner(s) resides in the principal dwelling unit or the accessory dwelling unit for at least six months out of the year.

I hereby certify that the information on this covenant is true and correct and that the applicable requirements of the City of Sedro-Woolley will be met. As property owners(s), I declare that I will notify any prospective purchaser of the occupancy limitations of the Accessory Dwelling Unit as regulated by Sedro-Woolley Municipal Code. Furthermore, if any of the provisions of Sedro-Woolley Municipal Code 17.100 are violated, it is acknowledged that this is cause for the automatic expiration of the Accessory Dwelling Unit Permit and the use of the property may not include an Accessory Dwelling Unit unless a new Accessory Dwelling Unit permit is applied for and issued by the City. Expiration of the Accessory Dwelling Unit authorizes the City to require the removal of improvements that make an area livable as a separate unit such as kitchen equipment and/or bathroom fixtures. I certify under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct and will be addressed should a transfer of property ownership occur.

Executed at \_\_\_\_\_, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Declarant**

\_\_\_\_\_  
**Declarant**



**ACKNOWLEDGEMENT**

*STATE OF WASHINGTON*     )  
ss.                                     )  
*COUNTY OF SKAGIT*             )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
before me, the undersigned, a Notary Public in and for the State of  
Washington, duly commissioned and sworn, personally appeared  
\_\_\_\_\_, to be known to  
be the individual that executed the foregoing instrument and  
acknowledged the said instrument to be free and his/hers/their free and  
voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first  
above written.

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>Permit #:</b>	
<b>Address:</b>	
<b>Signature:</b>	<b>Date:</b>