



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
ACCESSORY DWELLING UNIT (ADU) APPLICATION

Instructions: Complete and submit this form with your building permit application to apply for an attached accessory dwelling unit in the A-1, R-S, R-1, R-2, R-1(A) or R-2(A) zones*. Detached ADUs are not permitted in those zones. Complete the two page checklist below by filling in the spaces in the right hand column. The proposal must meet ALL of the zoning requirements listed below. After the permit is submitted, ask for further instructions from your Project Planner on when to submit the attached covenant and the certificate. The covenant will need to be recorded with the Snohomish County Auditor's office. *In addition to this checklist, the principal and accessory dwelling units are required to comply with the requirements of the Uniform Building Code as adopted or amended by the City.*

<p>1) <input type="checkbox"/> Fee to be paid upon building permit submittal. This fee does not include building permit fees or system development fees. Please speak with a Permit Tech at 425-257-8810 opt 8 to understand all fees involved to add an ADU to your property.</p>	<p>See current <i>Fee Schedule</i> posted online. Receipt # _____</p>
<p>2) <input type="checkbox"/> Attached ADUs are permitted in the following zones: A-1, R-S, R-1, R-2, R-1(A), and R-2(A)</p> <p>*NOTE: In the R-2 Historic Overlay and Core Residential Area (historic and multi-family zones) rear yard infill dwellings are permitted meeting those development standards and minimum lot areas.</p>	<p>Zone of Property: _____ Does this comply? _____</p>
<p>3) <input type="checkbox"/> ADUs are prohibited on lots within an easement access short subdivision. ADUs may be established within a single family residence, on lots containing at least 5,000 SF by any one or a combination of the following:</p> <ul style="list-style-type: none"> a.) Alteration of interior space to the dwelling; b.) Conversion of an attic, basement, attached garage or other previously uninhabited portion of the structure; or c.) Addition of attached living area onto the existing dwelling. 	<p>Lot Size: _____ Does this comply? _____</p>
<p>4) <input type="checkbox"/> Each single-family dwelling on a legal building lot shall not have more than one ADU. No dwelling unit may be located in any detached accessory structure.</p>	<p>Does this comply? _____</p>
<p>5) <input type="checkbox"/> Owner Occupancy Certificate - One of the dwelling units shall be occupied by one or more owners of the property as the owner's permanent and principal residence. The owner shall file a certification of owner-occupancy with the planning department prior to the issuance of the permit to establish an</p>	<p>Does this comply? _____</p>

ADU. See attached.

6) The floor area of the ADU shall not exceed 40% of the total floor area of the structure, or 800 square feet, whichever is less.

Floor area of the ADU: _____
Floor area of the principal residence: _____
% of total floor area: _____
Does this comply? _____

7) The total number of persons who may occupy the principal unit and the ADU combined shall not exceed the number of persons that are defined by this title as a "family".

Total number of persons: _____
Does this comply? _____

8) Three off-street parking spaces shall be provided for the principal unit and the ADU. When the property abuts an alley, the off-street parking space for the ADU shall gain access from the alley, unless topography makes such access impossible. Parking may be required to be paved.

Total parking provided: _____
Does this comply? _____

9) Only one electric and one water meter shall be allowed for the entire structure, serving both the principal unit and the ADU.

Does this comply? _____

10) The owner of a single family dwelling with an ADU shall file an owner's certificate of occupancy no later than April 1st of each year. Any person that falsely certifies that he or she resides in a dwelling unit at the stated address to satisfy the requirements of this section shall be subject to the violation and penalty provisions of Section 41.030 of this title. Complete the Owner's Certificate.

11) Note: A permit for an ADU shall not be transferable to any lot other than the lot described in the application. All ADUs shall also be subject to the condition that such a permit shall automatically expire whenever:

- a.) The ADU is substantially altered and is thus no longer in conformance with the plans approved by both the planning director and the building official;
- b.) The subject lot ceases to maintain at least three off-street parking spaces; or
- c.) The applicant ceases to own or reside in either the principal unit or the ADU.

Applicant's Initials _____

12) Covenant - The applicant shall provide a covenant suitable for the recording with the county auditor, providing notice to future property owners or long term lessors of the subject lot that the existence of the ADU is predicated upon the occupancy of either the ADU or the principal dwelling by the person to whom the ADU permit has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this section and to provide for the removal of improvements added to convert the premises to an ADU and the restoration of the site to a single-family dwelling in the event that any condition of approval is violated. See attached.

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 19.39 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 _____