

## ACCESSORY DWELLING UNIT APPLICATION

**INSTRUCTIONS** → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

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.
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> .

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete" and returned to you in accordance with [EMC Title 15.01](#).