

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"/> Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule . Fees are non-refundable and payable by cash, check or credit card.
2) <input type="checkbox"/> Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> Accessory Dwelling Unit Checklist	All applications must be accompanied by a completed Accessory Dwelling Unit Checklist and associated forms.
4) <input type="checkbox"/> Site Plan, Survey & Building Elevations	Must be drawn in accordance with the Residential Site Plan Checklist . 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"/> Mailing List	Notice is only required if submitting a Request for Modification of ADU standards. If applicable, this must be completed per the Mailing List Instructions for Review Process II.
6) <input type="checkbox"/> Narrative Statement	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 EMC 15.03.060 .

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](#).