

CITY OF EVERETT  
 Planning

## ACCESSORY DWELLING UNIT CHECKLIST

Submit this checklist with either your building permit application (Review Process I), or with your Accessory Dwelling Unit (Review Process II) application, in order to apply for an attached or detached ADU. The proposal must meet Everett Municipal Code 19.08.100, Accessory Dwelling Units and any other applicable zoning regulations. **Note:** This checklist only addresses zoning code regulations for ADUs and does not address building or other site development codes.

	Column to be completed by Applicant Y
<p>1) • Fees. See current Fee Schedule for Review Process I or II. This fee does not include building permit fees or system development fees. Please speak with a Permit Technician at 425 257-8810 opt 8 to understand all fees involved to add an ADU to your property.</p>	<p>Total Fee: _____</p>
<p>2) • Where are ADUs Permitted?          An ADU shall be permitted as an accessory use to the principal dwelling unit in the zones indicated in EMC 19.05, Use Table #5, any legally established lot.</p>	<p>Zone of Property: _____          Historic Overlay: _____</p>
<p>3) • Is your application a Review Process I or II?  <u>Review Process I</u> An ADU will be processed with your building permit application if no modification of the design standards is requested.  <u>Review Process II</u> If requesting a modification from the design standards listed below, the application shall be processed as a Review Process II. (See #13)          ...Singlefamily: more than one entrance on any street side</p>	<p>Check one:          ..Review Process I. Complete this checklist and include it with your building permit submittal.</p>

<p>..Duplex and Triplex: not meeting front porch and entrance requirements of EMC 19.08.050</p> <p>..Historic overlay zones: not meeting design standards of historic overlay zone</p> <p>..Detached ADUs: design fails to give appearance that the ADU is secondary to principal dwelling</p> <p>..Siding, roofing, windows and building trim do not visually match those of the principal dwelling</p> <p>..Roof pitch not similar to predominant roof pitch on the principal dwelling</p>	<p>..Review Process II. Complete this checklist and submit with a mailing list for REVII process with your application.</p>
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<p>4) • Owner Occupancy Required.</p> <p>Within the RS, R1 and R2 zones, either the principal dwelling unit or the ADU shall be occupied by the owner of the property as his or her principal residence. Prior to issuance of a permit for an accessory dwelling unit, the property owner shall submit to the City a signed affidavit affirming that the owner occupies the principal dwelling as his or her principal residence and will occupy either the principal dwelling or accessory dwelling after completion of the accessory dwelling unit. The owner shall record a covenant with the Snohomish County Auditor, approved by the director, that shall run with the land as long as the ADU is maintained on the property. The property owner shall submit proof that the covenant has been recorded with the Snohomish County Auditor's office prior to issuance of the building permit.</p>	<p>Attach the following documents to your application if within RS, R1 or R-2 zones:</p> <p>...Complete and attach the Accessory Dwelling Unit Covenant if located within a RS, R1 or R2 zone.</p> <p>Do NOT record document until instructed by Planning Staff.</p>
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<p>5) • The owner agrees and acknowledges the following:</p> <p>a. An ADU shall not be segregated from the ownership of the principal dwelling through subdivision, condominium, or any other process.</p> <p>b. Only one ADU is permitted on a lot.</p>	<p>Owners Initials _____</p>
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<p>6) • Owner Occupancy Certificate Due April 1<sup>st</sup> of each year.</p> <p>If located within the RS, R1 and R2 zones, the property owner shall certify to the City no later than April 1st of each year that the owner occupies one of the dwellings as his or her principal residence. A person who fails to report or falsely certifies that he or she resides at a dwelling unit at the stated address shall be subject to the enforcement and penalty provisions of EMC Chapter 1.20.</p>	<p>Owners Initials _____</p> <p>...Complete and attach the Owner Occupancy Certificate form. A new certificate is due on April 1<sup>st</sup> of each year.</p>
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<p>7) <input type="checkbox"/> Off-street parking.</p> <p>a) A minimum of one offstreet parking space above what is required for the principal dwelling shall be provided for the ADU.</p> <p>b) When abutting an alley, the required parking for the principal and accessory dwelling units shall be <del>cess</del> from the alley, unless there is an existing legally established driveway connecting to a public street.</p> <p>c) The requirement for one offstreet parking space for the ADU may be waived by the Planning Director when all of the following circumstances <del>app</del></p> <ol style="list-style-type: none"> <li>i. The property is not located in a Residential Parking Permit zone (EMC 46.30); and</li> <li>ii. The property has frontage on a public street; and</li> <li>iii. There are at least two onstreet parking spaces in front of the subject property; and</li> <li>iv. There is a public transit stop <del>op</del> located within onequarter mile walking distance of the property with a safe walking path to the transit stop.</li> </ol>	<p>Existing # of spaces _____</p> <p>New # of spaces _____</p> <p>Total # of spaces _____</p> <p><u>Complete if applying for a parking waiver:</u></p> <p>1) ..Property is not located in a Residential Parking Permit Zone.</p> <p>2) ..Property has frontage on a street called: _____</p> <p>3) ..Yes, there are at least two or street parkingspaces in front of the subject property.</p> <p>4) ...Yes, there is a public transit stop located within onequarter mile walking distance. Bus Routes#(s) _____</p>
<p>8) <input type="checkbox"/> Expiration.</p> <p>The owner agrees and acknowledges that a permit for ADU shall automatically expire, and the building shall be brought into conformance with the zoning code, whenever:</p> <ol style="list-style-type: none"> <li>a)The ADU is substantially altered and is no longer in conformance with the standards of this section;</li> <li>b)The owner ceases to reside<del>either</del> the principal or the accessory dwelling unit.</li> </ol>	<p>Owners Initials _____</p>
<p>9) • Size of ADU.</p> <p>a) <u>Singlefamily dwelling unit</u> An ADU attached or detached from singlefamily dwelling unit shall not exceed a gross floor area lesser of 1) 15% of the total lot area; 2) 1,000 square feet; or the principal dwelling's building footprint.</p> <p>b) <u>Duplex, triplex otownhome.</u> An ADU attached or detached from a duplex, triplex or townhome shall not exceed a gross floor a the lesser of 1) 7.5% of the total lot area; 2) 1,000 square fee 3) 37.5% of the gross floor area of the dwelling; provided,</p>	<p>Lot Size: _____ SF</p> <p>Principal Dwelling Building Footpri Size: _____ SF</p> <p>Gross Floor Area (GFA) of ADU: _____ SF</p> <p>Percentage of GFA of ADU to lot s _____ %</p>

<p>however, that an ADU is permitted to be no less than 440 square feet.</p>	<p>Percentage of GFA of ADU to dwelling: _____ %</p>
<p>10) <input type="checkbox"/> Minimum rear setback.</p> <p>The setbacks apply to ADUs in the <del>SFR1</del> and <del>R2</del> zones, and within the UR3 zone if within an area designated as an Everett Historic District or Historic Overlay.</p> <p><u>Alley lots.</u> An ADU shall have no minimum rear setback.</p> <p><u>Non-Alley Lots.</u> 20 feet, provided that the City may allow a DADU to have a minimum rear setback of 5 feet if the building does not exceed 18 feet in height within the rear 20 feet of the lot.</p>	<p>Complete for Detached ADUs: Alley Lot Rear Setback: _____ or Non-Alley Lot Rear Setback: _____</p> <p>.. My DADU does not exceed 18 feet in height and I'm requesting to have a 5 foot rear setback for my non-alley lot.</p>
<p>11) .. Building Height.</p> <p><u>Detached:</u> The maximum permitted building height for a detached ADU shall be:</p> <ol style="list-style-type: none"> <li><u>Alley lots</u> In single family zones, <ul style="list-style-type: none"> <li>• 2 floors or 24 feet with 6:12 pitch roof or greater;</li> <li>• 1 ½ floors up to 18' with less than 6:12 pitch roof.</li> </ul> <p>In the UR3 zone, 2 floors up to <del>6'</del> 2 maximum.</p> <p>In the UR4 zone, the greater of 2 floors, up to <del>8'</del> 2 maximum or the height of the existing/proposed principal building.</p> </li> <li><u>Non-alley Lots</u> <ul style="list-style-type: none"> <li>• In single family zones, 1 ½ floors up to 18' maximum.</li> <li>• In the UR3 and UR4 zones, 2 floors up to <del>24'</del> 24' maximum.</li> </ul> </li> </ol> <p><u>Attached:</u> ADUs which are constructed as an integral part of the principal building and with a minimum attachment of ten (10) feet to both the principal building and ADU, may be constructed to the maximum height allowed by the zone in which it is located provided that the attached accessory building meets all setbacks required for the principal building.</p> <p><u>Note:</u> A base elevation and height survey may be required if the proposed height is within 1 foot of a maximum height. See the Building Height Handout.</p>	<p>Complete for Detached ADUs: Alley Lot: Floors: _____ Height: _____ Non-Alley Lot: Floors: _____ Height: _____</p>

12)  Lot coverage.

The maximum lot coverage standard for the underlying zone shall apply to all buildings on the lot, provided, however, that an increase of 5% may be allowed on an existing developed lot that meets all other requirements from EMC 19.08.

Proposed % of Lot Coverage:  
(building(s) footprint coverage divided by lot area)

\_\_\_\_\_

13) • Design standards.

An ADU must meet the design standards in this section unless a request for modification is submitted and approved by the City. Any modification is subject to public notice to adjacent property owners within 150' and posting notice on the project site.

1. Attached ADU's. The appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood.

a. Singlefamily and Townhouses. Only one entrance to the residential structure may be located on any street side of the structure; provided however, that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this section.

b. Duplexes and Triples. An attached ADU shall comply with the front porch and entrance requirements set forth in EMC 19.08.050.

2. Historic Overlay Zones. On lots located in the Historic Overlay Zone, an attached ADU shall comply with the design standards of EMC 19.28.

3. Detached ADU's.

a. The DADU shall be designed to give the appearance that is secondary to the principal dwelling.

b. Siding, roofing, windows and building trim materials shall visually match those used on the principal dwelling.

c. The roof pitch shall be similar to the predominant roof pitch on the principal dwelling.

Check one.

...My project meets the design standards.

or

...I'm requesting a modification of these design standards using a Review Process as defined in Title 15 of the Everett Municipal Code. Include in your application responses to the following modification criteria if your request includes a modification from the design standards:

1. The request for modification would result in development that is equivalent or superior to what would likely result from compliance with the development standards which are proposed to be modified.

2. The request for modification meets the intent of the standards being modified.

3. The request for modification does not create any impacts or nuisances that cannot be mitigated, such as access point: which are unsafe, noise, dust, odor, glare, visual blight or other undesirable environmental impacts.





CITY of EVERETT  
COMMUNITY, PLANNING and ECONOMIC DEVELOPMENT  
ACCESSORY DWELLING UNIT  
OWNER OCCUPANCY CERTIFICATE

Project # \_\_\_\_\_

Address \_\_\_\_\_

KNOW all men by these presents:

That, the undersigned, deposes and state that the undersigned owns the property described by this certification; and does hereby certify that the undersigned resides at said property as the undersigned's permanent and principal residence. This certification is required by Chapter 19.08 of the Everett Municipal Code as a condition of the continued use of an accessory dwelling unit located within the residence described herein and commonly referred to as \_\_\_\_\_.

Address

Legal Description: See attached

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

When Recorded Return to:

City of Everett  
Permit Services, Attn: Project Planner  
3200 Cedar St, 2<sup>nd</sup> 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 19.08 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 \_\_\_\_\_