



Accessory Dwelling Unit (ADU) Permit Checklist

Project File Number: _____ **Date:** _____

Accessory Dwelling Unit (ADU) Compliance Checklist

This checklist is intended to help applicants understand the requirements in LSMC 14.44.045 for ADU development. Applicants should review each item below and describe how their proposal satisfies the city's regulations. Each item below shall be shown on the site plan for the building permit.

(Please review [LSMC 14.44.045 Accessory Dwelling Units \(ADU\)](#) in addition to the below)

1. Table 14.72-I: Parking Requirements, requires one additional parking space be provided for the ADU in addition to the two parking spaces required for the single-family house. Please note that garages do not count as satisfying the parking requirement.
 - a. Does the property have three paved 9' x 19' parking spaces? Tandem parking is acceptable.
Yes / No (circle one) *(show on site plan)*
2. LSMC 14.44.045(b)(2), only one ADU may be constructed per residence. Residential lots with a duplex are not eligible to construct an ADU.
 - a. Does the property currently have only one residential unit? Yes / No (circle one)
3. LSMC 14.44.045(b)(3), an ADU can be constructed to a maximum size of up to 50% of the principal dwelling unit's gross floor area, or to a maximum size of 800 square feet, whichever is less.
 - a. What is the size of the existing house? _____ square feet. *(show on site plan)*
 - b. What is the size of the proposed ADU? _____ square feet. (The ADU must be larger than 250 square feet, per LSMC 14.44.045(b)(4)) *(show on site plan)*
4. LSMC 14.44.045(b)(5), in High Urban Residential and Multi-Family Residential zoning districts, ADUs may only be constructed on lots larger than 125% of the minimum lot size for that zone.
 - a. What is the zoning designation of the property? _____
 - b. If the property is zoned HUR or MFR, what is the size of the parcel? _____ square feet.
5. LSMC 14.44.045(b)(8), an ADU shall be on a foundation as regulated by the current International Residential Code.
 - a. Is the ADU on a permanent foundation? Yes / No (circle one)

6. LSMC 14.44.045(b)(9), applicants shall obtain all necessary approvals from agencies with jurisdiction over utility infrastructure.

- a. Please submit a “sewer availability letter” from the Lake Stevens Sewer District to verify the ADU will be compliant with Sewer District requirements. Please note that a Sewer District permit is required for ADUs and obtained separately through the Sewer District.
- b. Note: contact the Water District at (425) 397-3000 if upgrades or changes to the existing service will be needed as part of the ADU proposal.

7. LSMC 14.44.045(c)(1), ADUs shall include architectural and design features that are visually compatible with single-family homes. An ADU may be exempt from this design requirement if the structure is substantially screened from view of surrounding properties.

- a. Describe the features that make the ADU look like a single-family home (examples include using matching building materials, colors, window style, or roof design as the primary residence):

8. LSMC 14.44.045(c)(2), the privacy of dwelling units on adjacent lots and ADUs shall be protected to a reasonable extent by including a landscape screen, fencing, strategic window and door placements, or orienting the ADU on property to maximize privacy.

- a. Describe how the ADU design will maximize the privacy of neighbors and future tenants:

9. LSMC 14.44.045(c)(3), If the ADUs primary entrance is not the same as that of the principal dwelling unit, it shall be less visible from the street than the main entrance of the principal dwelling unit, and the ADU’s stairways may not be constructed on the front of the principal dwelling unit.

- a. Is the entrance for the ADU less visible from the street than the primary residence? Yes / No (circle one) *(show on site plan)*