



**Department of Community Development**

152 W Cedar Street  
Sequim, WA 98382  
(360) 683-4908  
www.sequimwa.gov

**APPLICATION FOR AN ACCESSORY DWELLING UNIT**

**For Department Use Only:**

Application Fee of \$500.00 (detached or expansion of existing structure)  
\$300.00 (ADU within existing structure/non expansion of structure)  
Plus consultant and engineering fees, if any.

Application Number: \_\_\_\_\_

Associated Applications: \_\_\_\_\_

Latecomer/DRCA: \_\_\_\_\_

**APPLICANT INFORMATION**

Owner's Name: \_\_\_\_\_

Owner's E-mail Address: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Representative's E-mail Address: \_\_\_\_\_

Representative's Mailing Address: \_\_\_\_\_

Representative's Telephone: \_\_\_\_\_

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors?  No  Yes

If yes, please explain.

Are there any latecomers/Developer Reimbursement Collection Agreements? If yes, attach the appropriate information.

Please provide the existing Address, Legal Description and/or Parcel Number(s)?

Use and attach additional pages if necessary.

## Accessory Dwelling Unit Application Submittal Requirements Checklist

**\*\*\*It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Department of Community Development. \*\*\***

- A complete Accessory Dwelling Unit application with all required studies and submittal materials (\$500.00-fee detached or expansion of existing structure) \$300.00 (ADU within existing structure/non expansion of structure)
- Title Report or other proof of ownership.
- Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 &18.80).
- Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
- Estimated quantities of fill exported and imported to the site.
- Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200'of the proposed project.
- Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- Copies of any existing and/or proposed deed restrictions or covenants.
- Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- Any additional materials, as determined by the department during preliminary discussions to be necessary to fully evaluate the application.
- A description of how parking requirements will be met.
- One **copy of an 18" x 24" or larger Accessory Dwelling Unit Site Plan prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50-feet or fewer to the inch depicting the following items:**
  - Date, scale, north arrow, boundary lines, right-of-way for streets, easements and property lines of lots.
  - Street (right-of-way) widths and names.
  - Lot acreage, dimensions and lot numbers.
  - Elevation Plans of the existing primary dwelling unit and of the proposed new dwelling unit.

**APPLICANT SHALL INITIAL EACH OF THE FOLLOWING STATEMENTS  
AGREEING TO COMPLY WITH SECTION 18.66.050**

\_\_\_\_\_ The total floor area of the ADU shall not exceed 700 square feet or 50% of the area of the primary unit, whichever is less.

\_\_\_\_\_ The ADU shall not reduce the size of the primary unit to less than two (2) times the size of the ADU.

\_\_\_\_\_ Both the ADU and the primary unit shall comply with the International Building Code regulations for smoke detectors.

\_\_\_\_\_ If the ADU is attached to the primary unit, the main exterior entrances may not be on the same side of the building.

\_\_\_\_\_ The architecture of the ADU shall match that of the primary unit.

\_\_\_\_\_ One paved off street parking space shall be provided in addition to those required by the primary unit.

\_\_\_\_\_ There shall be no exterior stairway leading to the ADU on the front of the house.

\_\_\_\_\_ There shall be no more than two (2) bedrooms in an ADU.

\_\_\_\_\_ Separate utility connections are not required by the City.

\_\_\_\_\_ Any additions to the ADU shall meet the requirements of Chapter 18.66 of the Sequim Municipal Code.

\_\_\_\_\_ Sale or ownership of such unit separate from the primary residential unit is prohibited.

\_\_\_\_\_ The occupant of either the ADU or the primary unit shall be the owner of the entire property.

\_\_\_\_\_ No more than three (3) persons shall occupy an ADU.

\_\_\_\_\_ A permit for an ADU shall be subject to the payment of Infrastructure Impact or General Facility fees equal to the established rate for a hotel/motel room.

\_\_\_\_\_ Prohibited occupancy or sale, in addition to authorizing all other remedies available to the City, shall constitute a zoning violation and a nuisance subject to abatement.

**\*\*\*The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. \*\*\***

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Accessory Dwelling Unit Application.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date