



## ACCESSORY DWELLING UNIT SUPPLEMENTAL REQUIREMENTS

Effective April 14, 2007, ADUs no longer require a Special Use permit. However, they do require plan review consistent with the requirements of RCDG 20C.30.35. Providing the supplemental materials below will enable City staff to review your application to create an ADU.

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **September 2008**. The applicant is responsible for submitting all materials required for the permits associated with the construction or modification of the home.

### **I. GENERAL**

- \_\_\_A. Legal description and King County Tax Assessment Number for the property
- \_\_\_B. Evidence of ownership (copy of title or tax statement)
- \_\_\_C. Evidence of legal residence (copy of voter registration, vehicle registration, or similar means).
- \_\_\_D. One (1) copy of a site plan, sheet size 22" x 34" or smaller, drawn to 1" = 20' scale, showing the following information:
  - 1. Location of property lines.
  - 2. Location and dimensions of the primary unit and proposed ADU.
  - 3. Exterior building elevation changes, if any, to primary dwelling and/or detached structure, and location of parking to serve accessory unit.
  - 4. Floor plan(s) of structure within which the ADU is proposed.
  - 5. Location of any structures (and their uses) within 50 feet of subject property.
  - 6. Location of any Critical Areas or Critical Area buffers on the subject property (as defined in Section 20D.140 of the Redmond Community Development Guide).
  - 7. Location, and species of existing trees 6 inches or greater (in diameter measured 4 1/2' feet above grade) on and within 15 feet of the subject property, together with notations as to which trees are proposed for removal.
  - 8. Distances between existing and proposed structures.
  - 9. Location of nearest fire hydrant.
  - 10. Location of proposed and existing utilities and utility easements.
  - 11. Location of all off street parking spaces located on the site (with notation as to whether within garage, carport, driveway etc).

12. If the project is located within a floodplain, you must provide the Base Flood Elevation.

\_\_\_E. Affidavit of ownership/occupancy, parking status, and code compliance (see attached).

\_\_\_F. Accessory Dwelling Unit worksheet (see attached)

NOTE: Approval of the Accessory Dwelling Unit does not exempt the proposal from any covenant, condition or restriction that may be in effect at the time of issuance. It is the owner's responsibility to comply with any CC & R's;



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**AFFIDAVIT OF ACCESSORY DWELLING UNIT OWNER  
OCCUPANCY, ON-SITE PARKING, AND CODE COMPLIANCE**

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I understand that for the purposes of establishing an accessory dwelling unit in the City of Redmond, the single-family dwelling in which said unit is created must be owner-occupied, per Section 20C.30.35-030(5) of the Redmond Community Development Guide.

Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than nine months out of any given year.

Also, Section 20C.30.35-030(6) Parking stipulates that the dwelling in which the accessory dwelling unit is provided shall have adequate off-street parking, in addition to that which is required for the single-family dwelling. One additional off-street parking space must be provided for the accessory dwelling unit. Off-street parking includes private garages, carports, or off-street areas reserved for vehicles.

I hereby acknowledge compliance with the owner-occupancy, parking, and other provisions of the Redmond Community Development Guide, Section 20C.30.35 Accessory Dwelling Units.

\_\_\_\_\_  
Signature of Grantor/Owner

\_\_\_\_\_  
Date

20C.30.35-040 Penalty for Violations - In addition to all other penalties provided elsewhere in the Redmond Municipal Code and Community Development Guide, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of this Section 20C.30.35, shall be subject to a civil penalty in the amount of One Hundred Dollars (\$100) per day, for each day the violation is allowed to persist after receiving notice thereof from the Code Administrator.

**INSTRUCTIONS TO APPLICANT:**

- Record this document, an 8.5"x11" floor plan with one inch margins, and the standard recording coversheet with the King County Recorder's Office according to the instructions available on the Recorder's Office website ([www.metrokc.gov/recelec/records/default.htm](http://www.metrokc.gov/recelec/records/default.htm)).
- Mail or deliver in person a copy of the recorded affidavit, including the recording number, to the project planner after recordation. **Your ADU cannot be approved before the City receives a copy of the recorded affidavit.**

## ACCESSORY DWELLING UNIT WORKSHEET

(to be filled out by applicant)

Please provide the following information in the spaces provided. If the information requested is not applicable, state "Not Applicable" next to that item. Every question must be answered.

1. The proposed accessory dwelling unit will be: (circle appropriate answer)
  - a. located within the primary dwelling unit
  - b. located within a detached structure on the same lot as that of the primary dwelling unit
  - c. located within a detached garage structure on the same lot as that of the primary dwelling unit
2. What is the total size, in square feet, of the primary dwelling unit (excluding garage area)? \_\_\_\_\_sq. ft.
3. What is the total size, in square feet, of the proposed ADU (not including any proposed garage area if within a detached structure)? \_\_\_\_\_sq. ft.
4. If the ADU is located in a structure that does not include the primary housing unit, please demonstrate through a calculation that the total square footage of the ADU does not exceed the lesser of (i) 1,000 square feet or (ii) 40 percent of the total square footage of the primary dwelling unit and the accessory dwelling unit combined, excluding any garage area.
5. If the proposed ADU will be located above, or within a detached garage structure, please provide the square footage of the garage area **only**. \_\_\_\_\_
6. Are there any interior or exterior modifications proposed to the primary dwelling unit (or to the detached structure, if applicable)? Yes No If so, please describe. (Attach separate page if necessary.)
7. Number of existing off-street parking spaces (not including driveway area in front of a garage)\_\_\_\_\_
8. Number of proposed off-street parking spaces\_\_\_\_\_
9. Total existing square footage of structure coverage on site \_\_\_\_\_
10. Total proposed square footage of structure coverage on site.\_\_\_\_\_