



## ACCESSORY DWELLING UNIT (ADU) SUBMITTAL REQUIREMENTS

An “Accessory Dwelling Unit” means a second dwelling unit either attached to or located on a lot occupied by a single-family detached dwelling. An ADU provides a separate and completely independent dwelling unit with facilities for cooking, sanitation and sleeping and has a separate and independent entry/exit other than the one utilized for the primary residence. An ADU shall not exceed 50% of the size of the primary dwelling on the lot or 800 square feet, whichever is less. “Owner Occupancy” means a property owner, as reflected in the real estate tax rolls, who makes his or her legal residence at the subject lot, as evidenced by voter registration, vehicle registration, or similar means, and actually resides upon the lot more than six months out of any given year.

### Sufficient    Insufficient    N/A

|                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>One copy</b> of a completed City of Black Diamond Master Planning Permit Application form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. <b>Four copies</b> of a vicinity map                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. <b>Four copies</b> of the Site plan drawing on a minimum of 18” x 24” paper and containing the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Scale should be 1”=20’ and noted on drawing</li> <li><input type="checkbox"/> Show distances of all property lines along with location of all easements and dimensions.</li> <li><input type="checkbox"/> Proposed and existing structures, with distances of the structures from each other and from other property lines.</li> <li><input type="checkbox"/> Provide calculations of building coverage percentage of the property (to include all structures on the property).</li> <li><input type="checkbox"/> Show location of existing and proposed water and sewer lines on the property and where they connect at the City Right-of-Way.</li> <li><input type="checkbox"/> Show driveways and location of required parking areas for both structures (2 spaces for the existing house and 1 space for the ADU).</li> <li><input type="checkbox"/> Show the locations of the entrances to the buildings and any pathways that lead to the entrances.</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. <b>Four copies</b> of Elevation Plan showing the following items: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide an elevation plan showing both the existing and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                          |                          | proposed structures from all sides.<br><input type="checkbox"/> Note the pitch of the roofs for both structures.<br><input type="checkbox"/> Note the height of both structures.<br><input type="checkbox"/> Show siding, roofing and window consistency with both structures.<br><input type="checkbox"/> Identify building entrances for both structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. <b>Four copies</b> of floor plans of both the main dwelling unit and accessory dwelling unit.                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Certification of Owner Occupancy                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Sensitive Area Identification Form                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. \$250.00 Fee                                                                                                                                                                                                                                                                                                                                             |

**Notice of Application**

Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300’ of the property. Staff will allow at least fourteen days for public comment regarding the application.

**Review**

The Community Development Director will review submittal document and staff comments to determine if the proposal meets all the applicable City Standards or is appropriately conditioned to meet requirements.

**Decision**

The Director shall review and either approve, disapprove, or approve with conditions an application for an accessory dwelling unit. As a conditions of approval, the applicant shall record a covenant in a form approved by the city attorney with the King County department of records and elections, providing notice to future owners for the subject lot of the existence of the accessory dwelling unit, the owner occupancy requirements of the city, any conditions imposed as part of the approval of the accessory dwelling unit and notice of requirements for continued use of an accessory dwelling unit as set forth in this chapter.

**Questions:**

Please call the Community Development Department at 360-886-2560 if you have any questions regarding the application form or submittal requirements.

**THE NEXT TWO PAGES ARE DOCUMENTS THAT MUST BE RECORDED WITH THE KING COUNTY RECORDING OFFICE. THEIR GUIDELINES PROHIBIT ANY WRITING IN THE 1" MARGIN SURROUNDING THE TEXT. PLEASE DO NOT WRITE BEYOND THE LINES PROVIDED.**

**THANK YOU**

After recording, please return to:  
Community Development Department  
PO Box 599  
Black Diamond, WA 98010

**City of Black Diamond  
Affidavit of Owner Occupancy**

\_\_\_\_\_, being first duly sworn on oath, deposes and says:

I am the owner of the property located at \_\_\_\_\_, Black Diamond, Washington, King County Assessor's Parcel No. \_\_\_\_\_. I make my permanent legal residence on the subject property and actually reside on the property more than six months out of the year.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

State of Washington)  
                                          )ss.  
County of King            )

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledge that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Signed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, of 20\_\_.

\_\_\_\_\_  
Notary Public in the State of Washington, residing at

\_\_\_\_\_  
My appointment expires: \_\_\_\_\_

**Notice of Accessory Dwelling Unit Permit**

Permit #: \_\_\_\_\_

Abbreviated Legal Description:

\_\_\_\_\_

Parcel #: \_\_\_\_\_

Notice is hereby given that on \_\_\_\_\_ the City of Black Diamond approved the use of an Accessory Dwelling Unit to the owner, \_\_\_\_\_, for the property located at \_\_\_\_\_, Black Diamond, Washington

A copy of this permit approval is attached hereto as Exhibit "A".

An owner of the property must occupy at least one dwelling unit located on the property. (BDMC 18.56.030 (E)).

This certification will remain in effect until I or a new property owner record a certification with the King County Office of Records and Elections that the use of the property for an accessory dwelling unit has been discontinued.

When the property is sold I will notify the property owner(s) of the requirements of BDMC 18.56

I am aware that in the event there is a violation of any of the conditions of approval of the permit for the accessory dwelling unit, the Owner is to provide for the removal of all improvements added to convert the premises to an accessory dwelling unit and provide for complete restoration of the site to a single family dwelling

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date