



Accessory Apartment Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____	ACCEPTED BY: _____
PROJECT NAME: _____	DATE: _____

NOTE: For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NOTE: For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

FOR ALL ACCESSORY APARTMENT APPLICATIONS

- _____ 1. Master Permit Application – select Administrative Conditional Use (CU) under Permits Requested from the County (**Original + 4 copies**)
- _____ 2. **Original, notarized** Declaration of Owner-Occupancy (SCC 30.28.010(9))
- _____ 3. Site Plan (See attached to the application packet, *Residential Site Plan Submittal Checklist* and examples on how to prepare a site plan) (**5 copies**)

_____ On Site Plan, show at least one off-street parking space for accessory apartment. Additional off-street parking spaces shall be provided to accommodate any additional vehicles owned and/or used by occupants of the accessory apartment. (SCC 30.28.010(8))

_____ Location of existing NGPA, NGPA/E and proposed CAPA.

_____ Wetlands and fish & wildlife habitat conservation areas within 300 feet of the site, including required buffers (Chapter 30.62A SCC)

_____ Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130)

_____ Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130)

- _____ 4. Floor Plans, drawn to architect's scale. (**1 set**) Clearly show a comparison of the floor area of the single family dwelling and the proposed accessory apartment. (SCC 30.28.010(3)) These floor areas shall be exclusive of garages, porches, or unfinished basements.

- _____ 5. Documentation that the water supply is potable and of adequate flow (SCC 30.28.010(7))

_____ For water wells: Pre-approval is available from the Snohomish Health District

_____ For public water systems: Submit a Water Availability Letter from the local water purveyor servicing your property

- _____ 6. Documentation that the existing or proposed sewage or septic system is capable of handling the additional demand placed upon it by the accessory apartment. (SCC 30.28.010(7))

_____ For septic systems: Pre-approval is available from the Snohomish Health District

_____ For public sewer systems: Submit a Sewer Availability Letter from the local sewer purveyor servicing your property

- _____ 7. Completed Public Notice Payment Agreement Form for Notice Requirements. The form is attached to application packet. (SCC 30.70.045)
- _____ 8. A critical areas study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140). **(3 copies)**
- _____ 9. A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140). **(3 copies)**
- _____ 10. A hydrogeologic report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140). **(3 copies)**
- _____ 11. Required filing fees pursuant to SCC 30.86.220 (Administrative Conditional Use Permit). A Site Review fee may be collected if your application is not in conjunction with a building permit application. If a time extension is requested, Time Extension fees will be charged.

(Note: Additional fees may include Snohomish Health District review fees, landscaping plan review fees and The Everett Herald Publication fees.)

PROVIDE THE FOLLOWING ADDITIONAL INFORMATION APPLICABLE TO YOUR PROPOSAL

For attached accessory apartments:

- _____ 12. Show entrances on the Floor Plan to comply with SCC 30.28.010(4): Only one main entrance shall be permitted on the front (street face) of the dwelling. Entrances shall be on the side or in the rear of the dwelling for the accessory apartment.

For new “stick built” detached accessory apartments:

- _____ 13. **2 sets of building elevation drawings** -- north, south, east, and west -- drawn to architectural scale of the proposed accessory apartment AND existing single family residence. Elevation drawings must show the exterior materials, roof form, and window spacing and proportions of the proposed detached accessory apartment approximate those of the existing single family dwelling. (SCC 30.28.010(5)) In lieu of elevation drawings of the existing single family residence, you may submit 2 sets of 4 photographs (views of the north, south, east and west elevations) of the existing residence. Label each photo accordingly. (Examples of Residential Building Elevation Drawings are available online at www1.co.snohomish.wa.us/departments/pds Search “residential building elevation drawings” or visit PDS Customer Support Center)

#13 is not required if any portion of an existing detached structure is being proposed as an accessory apartment. (Example: Portion of an existing shop to be converted into an accessory apartment.)

For manufactured homes proposed as a detached accessory apartment on properties at least 10 acres in size outside of the Urban Growth Area (UGA):

- _____ 14. Is the existing residence “stick built”? (SCC 30.28.010(5)) Yes No

_____ If YES, show landscaping on the site plan. See the supplemental landscape plan checklist for specific requirements.

For properties zoned R-9600, R-8400, R-7200, T, LDMR, MR, NB, CB, GC only:

_____ 15. Are you proposing a detached accessory apartment to extend beyond the building front of the existing single family dwelling? Yes No

_____ If YES, show landscaping on the site plan. See the supplemental landscape plan checklist for specific requirements.

_____ If YES, expand the site plan to show the location of the surrounding structures in the immediate vicinity.

AUTHORITY: Snohomish County Code 30.70.030 authorizes the Director of Planning and Development Services to establish and revise submittal requirements for all permit applications. These requirements are hereby established as shown above, and shall be on file with the department. Due to site-specific circumstances, the Director or his designee may waive individual requirements on a case-by-case basis.