

Criteria:

All of the following criteria must be met in order for staff to approve your *Detached Accessory Dwelling Unit Application*. **Please respond FULLY as to how your request meets these criteria.** 'Yes' or 'No' answers are not acceptable:

1. That the granting of such detached accessory dwelling unit permit will not be detrimental to the public health, safety, comfort, convenience and general welfare, will not adversely affect the established character of the surrounding neighborhood, and will not be injurious to the property or improvements in such vicinity and/or zone in which the property is located.

2. The site is of sufficient size to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and other such features as are required by this title or as are needed in the opinion of the Development Services Director are properly provided to be compatible and harmonious with adjacent and nearby uses.

(Note: Neighboring property owners within 150' of your property will be notified of your proposed detached ADU with an opportunity to comment. You may be asked to screen your proposed ADU from view of neighboring properties. You may want to consider adding some proposed landscaping to screen your ADU from view to meet this requirement.)

3. A detached accessory dwelling unit shall not exceed 650 square feet, if located in a new structure, or 900 square feet, if a conversion of an existing structure, or 40 percent of the floor area of the new or existing primary structure, whichever is less. Additionally, the detached unit shall not have more than one bedroom, nor be located on more than one floor. *(please provide a detailed description of how this criteria will be met)*

4. Utilities for the accessory dwelling unit shall be metered jointly with the primary dwelling unit *(please provide a detailed description of how this criteria will be met)*

5. Roof pitches, siding and windows of any new structure constructed to house the accessory dwelling unit shall be similar to and complementary to the principal dwelling unit structure. *(please describe how the ADU will maintain design consistency with the principal structure)*

6. Either the primary dwelling unit or the accessory dwelling unit shall be physically occupied by at least one property owner on record during the life of the accessory dwelling unit. Owners shall sign an affidavit which attest to their residency for at least six months of the year. This affidavit shall be binding upon the owner or successive owner during the life of the accessory dwelling unit. (*see attached*)

(Note: *You will be required to record this signed, notarized affidavit on your property title prior to receiving final occupancy approval for your ADU. This is filed with Pierce County Auditor. You must provide city staff with a copy of this recorded document before you will be allowed to occupy and use the ADU.)*

7. Accessory dwelling units shall not be subdivided or otherwise segregated in ownership from the primary dwelling unit.

8. Major Issues Discussed During Pre-Application Meeting: (*if held*)

Additional Comments:

Certification:

I hereby state that I am the owner or authorized agent, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Applicant: _____ Date _____

Signature of Owner: _____ Date: _____

Signature of Agent: _____ Date: _____

Submittal Requirements for a Detached Accessory Dwelling Unit Application

1. A complete application form. Please print or type.
2. Submit eight (8) copies of the entire application packet.
3. Vicinity map showing the following:
 - 3.1. The location of the property in relationship to such significant sites as fire stations, major arterial streets, shopping facilities, landmarks, etc.

(Note: You may simply print out an overhead photo of your property and surrounding neighborhood from an online source and include it to meet this requirement.)
4. Site plan containing the following:
 - 4.1 The site plan shall be drawn on an 11" x 17" or 8.5" x 11.5" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g. 1" = 40') is accepted by the city):
 - 1" = 20' (sites under 4 acres)
 - 1" = 50' (sites 4 acres or larger)
 - 4.2. site boundaries;
 - 4.3. dimensions of property and total square footage of property;
 - 4.4. location and height of existing and proposed structures in relation to the site area boundaries, also indicate the dimensions of any existing and proposed structures;
 - 4.5. parking and loading areas;
 - 4.6. traffic access and circulation;
 - 4.7. proposed location of any signage;
 - 4.8. proposed lighting plan;
5. Landscaping/screening plans (provided on a separate sheet from site plan):
 - 5.1. landscape plans for all projects involving new structures of 10,000 square feet or greater or 20,000 square feet of greater of affected site area shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the Development Services Director.
 - 5.2. For smaller projects, the Development Services Director shall have the authority to require that a landscape plan prepared under Section 20.58.010, of the Puyallup Municipal Code, be prepared by a professional landscape architect licensed in this state.
 - 5.3. existing and proposed open space, undisturbed areas, refuse service areas, utilities, and yard setbacks; and
 - 5.4. if all, or any portion, of the subject site contains slopes in excess of 15%, the site plan shall show existing contours at an interval appropriate to depict the grade (usually 2').
6. For graphics larger than 8.5" x 11", include clear acetate reductions of each, no larger than 8.5" x 11".
7. Environmental Checklist (if required) – eight (8) copies, and application fee: \$250.00
8. Application fee due at time of submittal: \$300.00

How to Draw a Site Plan

A site plan is a map of your entire parcel drawn to an engineer's scale e.g. 1" = 20' (minimum) 1"=60' (maximum), showing **all** existing and proposed structures (above or below ground) and other information needed to review your project. Below is a guide and checklist for drawing a site plan according to the City of Puyallup standards. You may draw your own or have a septic designer, architect, or other professional prepare one for you. Whether you prepare it yourself or have someone else do it, you are responsible for its accuracy and completeness.

1. Determine Lot Shape and Dimensions

The City of Puyallup can provide you with a parcel map with the lot's shape and at least some of its dimensions. If your lot was created by plat (subdivision), the City may be able to provide you with a copy of the plat map showing the lot's precise shape and dimensions.

2. Select Size and Scale

The site plan **MUST** be drawn to scale, which means that distances in the "real world" correspond to distances on the site plan (e.g. one inch on the paper equals twenty feet on the ground). The City of Puyallup **requires** the use of an engineer's scale on site plans. Whereas a traditional ruler divides an inch into eighths or sixteenths, an engineer's scale divides an inch into multiples of tens or hundreds. (1"=10'), (1"=20'), (1"=30')

The site plan should show the entire parcel on a single sheet of 11" x 17" paper at a scale that allows easy reading of all the details on the plan. For lots too large to show clearly on a standard sheet of paper, the following options may be used:

- Continue on a second sheet of paper, indicating a clear "match line" on each sheet where they fit together.
- Use a "break line" to represent where a portion of the lot line has been artificially shortened to fit the page. When used, break lines must not artificially shorten any portion of the parcel that is relevant to the project.

3. Drawing the Site Plan

Include all of the items in the following checklist (where relevant), making sure to label each feature and show all relevant dimensions of each:

- North arrow and scale indicator
- Site / parcel address
- Parcel number
- Property lines - dimension the length of each line. (all sides and segments) Where break lines are used, indicate the length on each side of the break.
- Property owner
- Sewer service line – indicate location
- Septic System – indicate location of septic tank and primary/reserve drain field. City of Puyallup requires TPCHD septic system approval prior to building permit application.
- Water service line – indicate location
- Storm service or infiltration system
- Street names adjacent to the property.
- Easements – indicate location of any private/public easements.
- Driveways – indicate location and dimensions.
- Existing trees – show location of all existing trees on site with drip line and trunk diameter
- Natural buffer area boundary (NBA).
- Critical areas and/or critical area buffers.
- Shorelines (ordinary high water mark OHWM)
- Water features, streams, drainage and seasonal swales.
- Topographical contour lines – show at 2' vertical intervals. If elevations aren't known designate a zero elevation point as a starting reference
- Footprint of all existing and proposed structures. Label "Existing", "Proposed", or "To be Removed".
- Dimension existing and proposed structures – all sides
- Setbacks – indicate distances from property lines to structures.
- Indicate distances between existing and proposed structures
- Show all decks, patios, retaining walls, bulkheads, etc. Label "Existing", "Proposed", or "To be Removed".

CONTENTS AND KEY

- A. North arrow and scale indicator
- B. Site / parcel address
- C. Parcel number
- D. Name of property owner
- E. Show all property lines. Indicate the length of each side and segments. If break lines are used, indicate the length on each side of the break.

ENGINEERING

- F. Sewer service, including clean outs
- G. Septic tank, drainfield and reserve drainfield. Show setback distances from residence and property lines
- H. Water meter and service line
- I. Storm service or infiltration system
- J. Fuel tanks
- K. Street name
- L. Easement boundary and width (private and public)
- M. Driveways

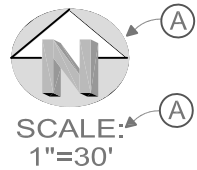
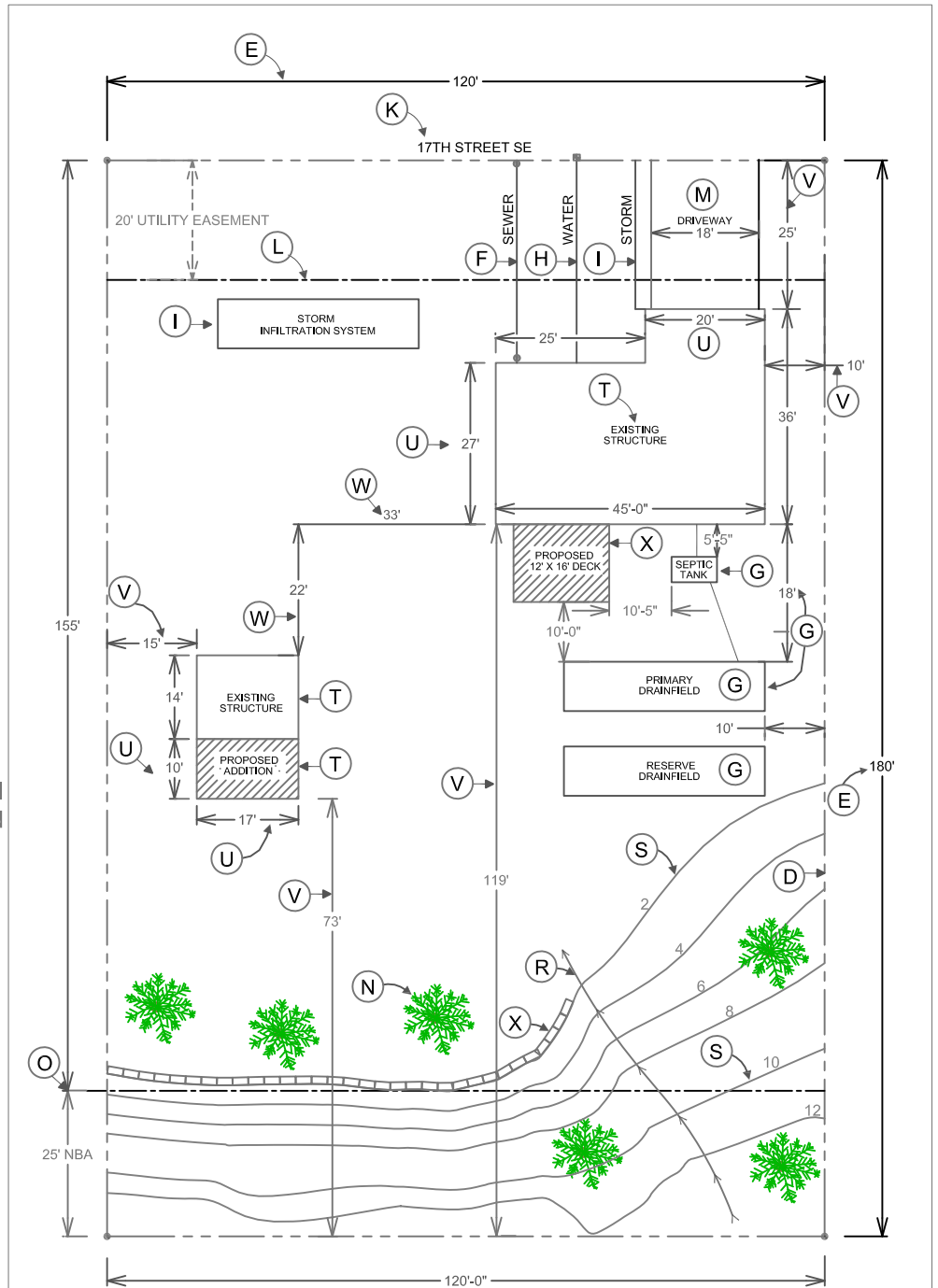
ENVIRONMENTAL

- N. Existing trees - show location of all existing trees on site with drip line and trunk diameter
- O. Natural buffer area boundary (NBA)
- P. Critical area and /or critical buffers (e.g. wetlands, steep slope areas, streams and stream buffers, etc.)
- Q. Shorelines (ordinary high water mark OHWM)
- R. Water features, streams, drainage and seasonal swales
- S. Provide contours for every change in ground elevation of 2'. If elevations aren't known designate a zero elevation point as a starting reference.

STRUCTURES

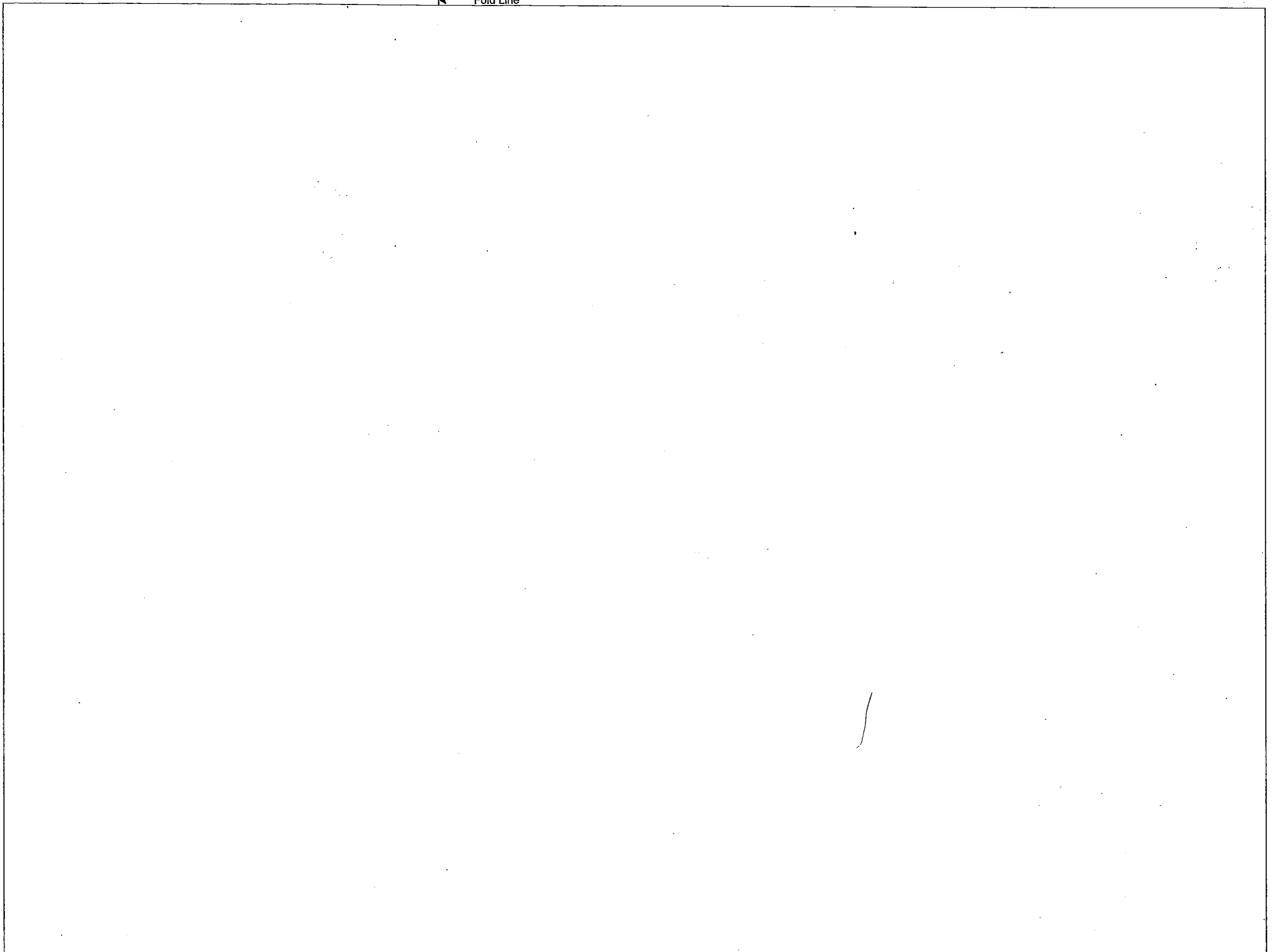
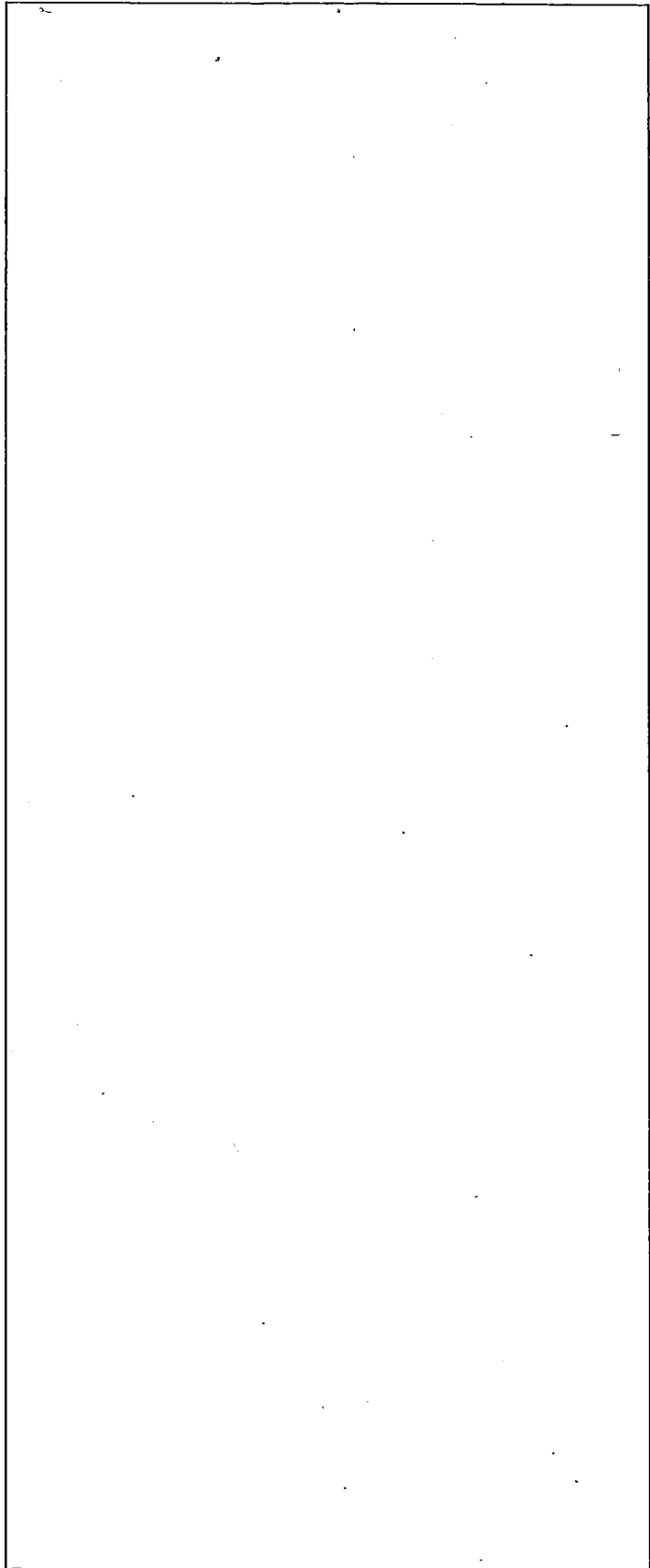
- T. Footprint of all existing and proposed structures. Label "Existing" or "Proposed"
- U. Dimensions of all structures, existing and proposed (all sides)
- V. Setbacks - indicated distances from property lines to structures
- W. Indicate distances between existing & proposed structures
- X. Show all decks, patios, retaining walls, bulkheads, etc. Label "Existing", "Proposed" "To be Removed"

Site Plan Example



6205 23rd Street SE (B)
 Tax Parcel Number 0420351023 (C)
 Pete and Patty Homeowner (D)

← Fold Line



Site Plan Template

City of Puyallup Development Center
333 S Meridian; Puyallup, WA 98371; 253-864-4165

Property Owner _____

Parcel Number _____

Site Address _____

Sheet ____
of ____
Sheet ____

← Fold Line

Affidavit of Residency – Accessory Dwelling Unit

I, _____ (“Property Owner”), am the owner of record of the property located at _____ (“Property”), which is located within the city of Puyallup. In addition to the primary single family residential unit located on the Property, there is also an accessory dwelling unit located on the Property. Pursuant to Puyallup Municipal Code 20.20.010(9)(i), as currently enacted or hereafter amended, I attest that I will physically occupy, reside, and have as my primary residence for at least six (6) months of each calendar year the primary single family residence or the accessory dwelling unit located on the Property so long as the accessory dwelling unit is being used for residential purposes. I expressly understand that this affidavit will be effective and binding on the Property so long as I or any other existing or future Property owner allows the accessory dwelling unit to be used for residential purposes. Further, I understand and agree that I must record this document against title to the Property with the Pierce County Auditor within five (5) business days after executing this affidavit. I have reviewed this document and I am knowingly, voluntarily, and intelligently executing this affidavit.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date

Property Owner Signature

Place Signed (City, State)

State of Washington

} **ss.**

County of Pierce

I certify that I have personal knowledge or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that he/she signed this
instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes
mentioned in the instrument.

Dated: _____

Notary Public, State of Washington

My appointment expires:

[seal or stamp]
