



Detached Accessory Dwelling Unit Application

CITY OF PUYALLUP

Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist:

Application is signed and dated

8 Copies of completed application form

8 Copies of a vicinity map showing proposed site in relationship to streets, bodies of water, etc. no larger than 8.5" x 11"

8 copies of detailed site plan **Folded to approx. 8.5" x 11"**

8 copies of SEPA checklist (if applicable)

SEPA fee: **\$250.00**

Critical Area Report Fee (if required): **\$160.00**

Application Fee: **\$300.00**

1 (one) CD of complete submittal package

Office Use Only:

Submittal Date: ____/____/____ Case No: ____-____-____ Related Case No: ____-____-____

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. **Please note that incomplete application packets cannot be accepted.**

To help you understand City standards and the Detached Accessory Dwelling Unit Application process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, if warranted.

(Note: This application pertains to **Detached Accessory Dwelling Units ONLY**, applications for attached accessory dwelling units are covered under the [Addition to a Single Family Residence](#) building permit application.)

Application Information

Site Information:

Parcel Number:

Street Address:

Zoning Designation:

Applicant Information:

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Owner Information:

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Nature of Request: (please be specific)

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*)

9. 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 or 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