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12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **Accessory Dwelling Unit** APPLICATION FORM

Accessory Dwelling Unit

## “Accessory Dwelling Units” or “ADUs” are small, fully usable living quarters that may be built on the same property as new or existing single family homes. They can be fully integrated to the primary residence, over a garage, or located in a separate structure in the rear of the property. The processing fee for a permit to develop an ADU is $1,120 as of 2022. Rules and regulations governing the creation of new ADUs can be found in [NMC 18.31.030](https://www.codepublishing.com/WA/Newcastle/#18.31.030) and [NMC 18.31.040](https://www.codepublishing.com/WA/Newcastle/#18.31.040). The following permit will approve the ADU land use on a site, to be followed by a separate SFR permit for the construction itself. The property owner will have 2 years to apply for the SFR building permit before approval expires per [NMC 19.07.090](https://www.codepublishing.com/WA/Newcastle/#19.07.090).

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email [permit@newcastlwa.gov](mailto:permit@newcastlwa.gov)

**Project Information**

Project #:Click here to enter text.

Property Address:Click here to enter text.

Parcel Number(s):Click here to enter text.

Owner: Click here to enter text.

Email Address: Click here to enter text.

Mailing Address: Click here to enter text.

Phone: Click here to enter text.

Please provide a description of the proposed work: Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Submittal Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant: Please check the box for Yes, No, or N/A in the column to the left of the Requirement Description | | | |
| Yes | No | N/A | Requirement Description |
|  |  |  | **Owner Occupation:** Does the owner or an immediate family member of the owner live in the primary dwelling unit for at least half the year? |
|  |  |  | **Subdivision:** Will the proposed ADU remain on the same lot and under the same ownership as the primary dwelling unit? |
| **Size and Scale** | | | |
|  |  |  | Is the proposed ADU 300sf or larger but no more than 1,000sf? |
|  |  |  | Will the proposed ADU be no more than 40% of the primary unit’s square footage, excluding garage area? |
|  |  |  | *Size and Scale Exception*: If the proposed ADU is larger than the above requirements, can you demonstrate that it is only on one floor AND that the only reason the unit is larger than the above requirements is to take advantage of existing space on that floor that would otherwise be wasted? |
|  |  |  | **Entrances:** Is the ADU’s primary entrance positioned such that it is unobtrusive when viewing the primary residence’s entrance? |
|  |  |  | **Architectural Design:** If the proposed ADU will require an addition or new structure, will the new built area be consistent to the primary residence’s roof pitch, and siding and window styles? |
|  |  |  | **Parking:** will there be at least 3 total off-street parking spaces on the lot containing the proposed ADU? |
|  |  |  | **Home occupation:** Can you confirm that the site does not currently host a Type II home occupation or home industry as defined in [Chapter 18.30](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1830.html) of the Newcastle Municipal Code? |
|  |  |  | **Floor Plan:** Does your application include a floor plan of the proposed ADU? |
|  |  |  | **Site Plan:** If the proposed ADU will be in a new structure or expand the footprint of an existing one, are you providing a site plan with this application? |
|  |  |  | **Title Report:** If the proposed ADU will be in a new structure or expand the footprint of an existing one, are you providing a title report? |
|  |  |  | **Survey:** If the proposed ADU will be in a new structure or expand the footprint of an existing one, are you providing a survey of the property with this application? |

**Affidavit of Occupancy by Owner for Accessory Dwelling Unit**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, owner of property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Newcastle, Washington, in conjunction with an application for an Accessory Dwelling Unit, do hereby certify that the information on this application is true and correct and that the principal dwelling unit or the accessory dwelling unit will be resided in for more than six months each year by the owner or a member of the owner’s immediate family and that any prospective purchaser of the property will be notified of the limitations and requirements of this chapter.

Signature of Property Owner: Date:

Signed: Date:

Notary

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only

Notary

Stamp

Approved ❑ Denied ❑ Date

By:

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.