



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

ACCESSORY DWELLING UNIT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Building Permit Application Form
(if a new structure, or modifications to an existing structure, is proposed)
- Land Use Application Form
- Five (5) sets of a **site development plan**
Full size copies, drawn to 1" = 20' or 1" = 40' scale.
The following must be included:
 - Location of existing residence
 - Location of parking
 - Location of lot entrances
 - Proposed additions to existing residence, OR location of the detached accessory structure
 - Location of existing and proposed sewer lines
 - Location of existing and proposed water lines
- Four (4) sets of **Floor plans**
Full size copies, drawn to 1/4" = 1' scale.
The following must be included:
 - Clear delineation of both units
 - Verification of compliance with square footage requirements
- Four (4) sets of **Building elevations**
Full size copies, drawn to 1/4" = 1' scale.
Required, if external alterations or a new structure are proposed
Additional copies may be required for DRB review, if located within the Historic District
- Notarized **Guarantee of Owner-Occupancy** Form
Must be recorded with the County Auditor's Office

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360) 568-3115 between 9:00 a.m. and 5:00 p.m. Monday through Friday.