

Accessory Dwelling Unit (ADU) Worksheet

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



Name _____ Date _____

Email _____ Phone _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

Additional Submittal Requirements

You must provide the following documents as a part of your permit application submittal in addition to the documents required by the Building Permit Submittal Checklist applicable to your project (interior remodel, addition, or new build).

To access this document online visit shorelinewa.gov/checklists



- Impact Fee Estimation Forms
 - [Fire Impact Fee Estimation Form](#)
 - [Park Impact Fee Estimation Form](#)
 - [Transportation Impact Fee Estimation Form](#)
- Sewer Use Certification Form
 - A certification form must be provided from the treatment plant that will serve the property. Please email pcd@shorelinewa.gov to speak with a **development review engineer** to confirm which treatment plant serves the property currently.
 - [King County Residential](#).
 - [Edmonds \(ULID #2\) Residential](#).
- Site Plan
 - Please review the City's [Site Plan handout](#).
 - Please show off-street parking stalls and their dimensions.
- Water Availability Certificate
 - Obtain this form from your water provider:
 - [City of Seattle Public Utilities](#) 206-684-5800
 - [North City Water District](#) 206-362-8100
 - Must show the distance of the nearest hydrant and flow rate of the hydrant.

Additional Documents (Possibly Required)

- Sewer Availability Certificate
 - Required only when both (a) a new sewer stub is needed, and (b) the property is served by the [Highlands Sewer District](#) (Highlands neighborhood).

Agreement

Initial each of the following after verifying your plans comply with requirements.

_____ My project will result in only one (1) accessory dwelling unit on the property. This ADU cannot be subdivided or otherwise segregated in ownership from the rest of the property (i.e., it cannot be established as a separate condominium). It is not being permitted as a standalone dwelling unit.

_____ I understand that either the primary dwelling OR the ADU must be occupied by an owner of the property or their immediate family member. Immediate family members include parents, grandparents, siblings, children, and grandchildren.

_____ I understand that if one of the dwelling units ceases to be occupied by the owner, as specified above, that the ADU shall be converted to another permitted use (ex: conversion to a garage, shed, etc.) or be removed from the property.

_____ The ADU cannot be larger than 50 percent of the living area of the primary residence. I have clearly shown the square footage of the ADU on the plans provided. In addition:

- A. The main dwelling square footage is _____ **[write in square footage]**, per the King County Assessor; OR
- B. I have provided floorplans for the main dwelling showing its square footage, with a note explicitly calling out its square footage.

Note: Garages do not count as living space and are not included in these calculations.

Exception: An accessory dwelling unit interior to the residence may be larger than 50 percent of the primary residence where the unit is located on a separate floor and shares a common roof with the primary residence. For example, a basement ADU could be larger than 50 percent of the primary residence.

_____ My site plan shows adequate parking for the entire site. Parking stalls are labeled for the main dwelling and for the ADU.

- One dwelling *typically* requires two (2) off-street parking stalls in the City of Shoreline (only one (1) stall in MUR zones)
- A new ADU requires one (1) off-street parking stall, unless the property is within a quarter-mile of a major transit stop (King County Metro RapidRide E, Community Transit Swift, planned Link Light Rail station, planned Sound Transit Stride station) then no parking stall is needed for the ADU.
- The ADU and main dwelling unit parking stalls may not “park in” each other. The two stalls for the main dwelling may be stacked, but each dwelling unit must be able to park or leave freely without shifting cars around.
- Parking stalls must be 8.5’ x 20’. No more than half of all stalls may be compact stalls, 8’ x 16’.
- Newly established parking stalls must be EV-ready, at least one EV-ready stall for each unit. Existing parking stalls are not required to be converted. EV-ready stalls are those with a complete electric circuit with 208/240 volt, 40-ampere capacity charging receptacle outlet or termination point, including electrical service capacity.

_____ I understand that the ADU must meet current setback standards for my zone district even if the existing structure does not meet those setback standards. For example, I cannot convert a shed that does not meet setbacks into an ADU.

_____ I agree to record the Notice to Title document with King County Records. Staff will provide this document to me during the permitting process. The document will reference restrictions in place for ADUs, such as the regulations mentioned above, so that future owners are aware of such restrictions. I will notify any prospective purchasers of this property of the limitations on ADUs.