

ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST

Use this document to help you submit all the required documents for a permit name.

An “accessory dwelling unit” (ADU) is a self-contained second residential unit that is subordinate to a primary single-family detached dwelling. The ADU provides a completely independent dwelling unit with facilities for cooking, eating, sanitation and sleeping. The ADU may be added to or created within the primary dwelling, it may be connected to the primary dwelling unit by the foundation, floor, walls, ceiling, and roof, or it may be a separate, detached building from the building containing the primary residence.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees are paid

SUBMITTAL REQUIREMENTS

1. Land Use Application

[Land Use Applications – City of Lynnwood \(lynnwoodwa.gov\)](#)

2. Plan Set

- A site plan and exterior elevations of all existing and proposed structures, drawn to scale, showing:
 - Date, scale, and north arrow
 - Site address
 - Dimensions and square footage of lot
 - Existing and proposed structures and other improvements, including setbacks distances, dimensions, and square footage of structures
 - Location of the entrance to the Accessory Dwelling Unit
 - Location and dimension(s) of additional parking for the Accessory Dwelling Unit
 - The following statement must be shown on the face of the site plan:
“The Accessory Dwelling Unit shown on this plan shall not be sold as a separate property or as a condominium, or in any way be part of a subdivision of the lot upon which it is located unless that subdivision conforms with all provisions of the Lynnwood Municipal Code.”

3. Project Narrative

- The zoning designation of the site
- A description of how the proposal complies with development standards of Chapter 21.42 LMC
- The number of existing and proposed on-site parking spaces
- The square footage of the primary residence’s habitable area, proposed ADU, and covered exterior elements of the ADU
- A description of how the proposed ADU is designed for a similar appearance to the primary residence

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- Please include the following statement in your project narrative
- “In accordance with LMC 21.42.110(G)(11), I/we verify that I/we are/am the property owner (title holder or contract purchaser) and will occupy either the primary dwelling unit or the accessory dwelling unit as my/our permanent residence.”

Recording

Owner Occupancy: the property owner (title holder or contract purchaser) must occupy either the primary dwelling unit or the accessory dwelling unit as their permanent residence.

- Owners must sign and record with Snohomish County an affidavit in a form acceptable to the city attesting to their occupancy

The ADU approval must be recorded by the property owner with the Snohomish County auditor’s office to indicate the presence of the ADU.

At a minimum, the recorded information must:

- Be recorded as a deed restriction which runs with the land
- Identify the address of the property
- State that the owner(s) reside(s) in either the primary unit or the ADU for entire calendar year
- Include a written description and/or a floor and site plan of the approved unit
- Include a statement of the requirements and conditions of approval, as determined by the director
- Include a statement that the owner will notify any prospective purchasers of the limitations of this section
- Provide for the revocation of the issued permit for the ADU if any of the requirements of this subsection are violated