



ACCESSORY DWELLING UNIT SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Site development plan**
Full size copies, drawn to 1" = 20' or 1" = 40' scale.
The following must be included:
 - Graphic scale, North arrow
 - Property lines, easements, site dimensions, setbacks, and rights of way
 - Identify lot entrance(s)
 - Dimensions of all structures, existing and proposed, with setbacks to property lines
 - Parking layout with dimensions
 - Location of existing and proposed sewer lines
 - Location of existing and proposed water lines

- 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

- 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.