



# CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

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## ACCESSORY DWELLING UNIT SUBMITTAL CHECKLIST

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ALL SUBMITTALS **MUST** BE COMPLETE

- Accessory Dwelling Unit Application Form
- Building Permit Application  
(if a new structure or modifications to an existing structure is proposed)
- A site development plan**  
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.