



ACCESSORY DWELLING UNIT (ADU) SUBMITTAL REQUIREMENTS

An “Accessory Dwelling Unit” means a second dwelling unit on a lot occupied by a single-family detached dwelling. This unit provides a separate and completely independent dwelling unit with facilities for cooking, sanitation and sleeping, and has a separate and independent entry/exit than one utilized for the primary residence. “Owner Occupancy” means a property owner, as reflected in the real estate tax rolls, who makes his or her legal residence at the subject lot, as evidenced by voter registration, vehicle registration, or similar means, and actually resides upon the lot more than six months out of any given year.

Sufficient Insufficient N/A

Sufficient	Insufficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. One copy of a completed City of Black Diamond Master Planning Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Seven copies of a vicinity map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Seven copies of the Site plan drawing on a minimum of 18” x 24” paper and containing the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Scale should be 1”=20’ and noted on drawing <input type="checkbox"/> Show distances of all property lines along with location of all easements and dimensions. <input type="checkbox"/> Proposed and existing structures, with distances of the structures from each other and from other property lines. <input type="checkbox"/> Provide calculations of building coverage percentage of the property (to include all structures on the property). <input type="checkbox"/> Show location of existing and proposed water and sewer lines on the property and where they connect at the City Right-of-Way. <input type="checkbox"/> Show driveways and location of required parking areas for both structures (2 spaces for the existing house and 1 space for the ADU). <input type="checkbox"/> Show the locations of the entrances to the buildings and any pathways that lead to the entrances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Seven copies of Elevation Plan showing the following items: <ul style="list-style-type: none"> <input type="checkbox"/> Provide an elevation plan showing both the existing and proposed structures from all sides. <input type="checkbox"/> Note the pitch of the roofs for both structures. <input type="checkbox"/> Note the height of both structures. <input type="checkbox"/> Show siding, roofing and window consistency with both

			structures. <input type="checkbox"/> Identify building entrances for both structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Seven copies of floor plans of both the main dwelling unit and accessory dwelling unit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. One copy of Affidavit of Owner Occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Fee \$500 and Deposit \$1000

Review by Hearing Examiner: Prior to making a decision to approve or disapprove an application for an accessory dwelling unit, a public hearing will be held to take testimony regarding the support or opposition to the pending application. In addition to publication and posting requirements of the City, the notice of the public hearing shall be mailed to the owners of record of all properties lying within 300' of the subject property at least ten days prior to the date of the public hearing.

Decisions and Appeals: The Hearing Examiner shall approve, disapprove or approve with conditions an application for an accessory dwelling unit. The decision of the Hearing Examiner shall be final, unless appealed to the city council within fifteen days of the date of the later of the mailing of the decision to the applicant or the posting of the decision by the City in its usual and approved posting location. As a condition of approval, the applicant shall record a covenant in a form approved by the city attorney with the King County department of records and elections, providing notice to future owners for the subject lot of the existence of the accessory dwelling unit, the owner occupancy requirements of the city, any conditions imposed as part of the approval of the accessory dwelling unit and notice of the requirements for continued use of an accessory dwelling unit as set forth in this chapter.

Questions:

Please call the Community Development Department at 360-886-2560 if you have any questions regarding the application form or submittal requirements.



**City of Black Diamond
Affidavit of Owner Occupancy**

_____, being first duly sworn on oath, deposes and says:

I am the owner of the property located at _____, Black Diamond, Washington, King County Assessor's Parcel No. _____. I make my permanent legal residence on the subject property and actually reside on the property more than six months out of the year.

Owner's Signature

Date

Signed and Sworn to before me this _____ day of _____ of 2008.

Notary Public in the State of Washington, residing at

My appointment expires: _____

*After Recording Mail To:
City of Black Diamond
PO Box 599
24301 Roberts Dr
Black Diamond, WA 98010*

Notice of Accessory Dwelling Unit Permit

Permit #: _____
Grantor: _____
Grantee: The Public
Abbreviated Legal Description: _____
Parcel #: _____

Notice is hereby given that on _____ the City of Black Diamond issued an Accessory Dwelling Unit permit to _____ for the property located at _____, Black Diamond, Washington, and legally described as follows:

A copy of this permit approval is attached hereto as Exhibit "A".

An owner of the property must occupy at least one dwelling unit located on the property. (BDMC 18.54.030 (E)).

This certification will remain in effect until I or a new property owner record a certification with the King County Office of Records and Elections that the use of the property for an accessory dwelling unit has been discontinued.

When the property is sold I will notify the property owner(s) of the requirements of BDMC 18.54

I am aware that in the event there is a violation of any of the conditions of approval of the permit for the accessory dwelling unit, the Owner is to provide for the removal of all improvements added to convert the premises to an accessory dwelling unit and provide for complete restoration of the site to a single family dwelling

Signature

Date