
ACCESSORY DWELLING UNIT CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications
(administrative decisions
made by the city which are
not subject to environmental
review under the State
Environmental Policy Act
[SEPA]):**

- Administrative Use Permit
- Boundary Line
Adjustment/Lot Line
Elimination
- Building Permit
- Floodplain
Development Permit
- Land Disturbing Activity
Permit

**Type II Applications
(administrative
decisions made by the
city which include
threshold
determinations under
SEPA):**

- Administrative
Use Permit
- Building Permit-
SEPA Non-exempt
- Critical Area Permit
- Floodplain
Development
Permit
- Land Disturbing
Activity Permit

**Type III Applications (quasi-
judicial final decisions
made by the hearing
examiner following a
recommendation by staff:**

- Conditional Use Permit
- Variance

**Type IV Applications (quasi-
judicial decisions made by
the city council following a
recommendation by the
hearing examiner):**

- Rezone (site-specific)

OTHERS - as may apply:

- SHORELINE EXEMPT
- SEPA
- _____

ACCESSORY DWELLING UNIT APPLICATION SUBMITTAL CHECKLIST (required)

Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.

DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS

- Please provide all plans and documents electronically in PDF format and submit to the general permitting email: permits@ci.enumclaw.wa.us.
All information must be accurate and current.

APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Accessory Dwelling Unit and all other related fees. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

MATERIALS

- A. **APPLICATION FORM (required)**. Provide a **completed** application form signed by the property owner(s) and/or applicant.
- B. **CONCURRENT APPLICATIONS FORM (optional)**. Identify applications that are being submitted concurrent with the Accessory Dwelling Unit application.
- C. **PRE-APPLICATION MEETING REVIEW COMMENT SUMMARY (optional)**
- D. **DESCRIPTION / RENDERING OF DESIGN (required)**. Provide a detailed, concise description and/or rendering demonstrating how the design of the accessory dwelling unit shall be consistent with the design of the principal dwelling unit and shall maintain the style, appearance and character of the main building, and shall use matching materials, colors, window style, and comparable roof appearance.
- E. **DETAILED SITE PLAN DRAWN TO SCALE (required)**
- F. **DETAILED DIMENSIONED FLOOR PLAN (required)**. Show entrances, cooking, bath, living areas, storage.

ACCESSORY DWELLING UNIT PERMIT INFORMATION

Accessory Dwelling Units are habitable living units added to, created within, or detached from a single-family dwelling. They are accessory to the primary single-family dwelling. These units contain facilities for living, sleeping, eating, cooking and sanitation. Accessory Dwelling Units (ADUs) are commonly called “mother-in-law” quarters.

The City allows ADU’s in its residential zones as long as the ADU meets the criteria of Enumclaw Municipal Code Chapter 19.34 (Accessory Dwelling Units). Please refer carefully to the City’s ADU criteria and permitting requirements when planning your project.

Application Process

- A pre-application meeting is recommended prior to ADU application submittal.

- The City charges a land use permit fee when the ADU application is submitted, and will require that the applicant provide certain information to prove that the proposed ADU meets City standards.

Building Permit

- After the ADU permit is approved/issued, building permits for the ADU can be issued after building plans are approved. Please contact the Building Department at 360-825-3593 for more information about the building permit application process and fees, and visit the Building Department webpage for additional information:
<https://www.cityofenumclaw.net/187/Building-Permit-Application-Forms>. Building permit fees are based on either square footage or total cost of project valuation. Impact fees also apply and are paid at the time of building permit issuance. Contact the Community Development Department for current fees.

Questions?

Please contact the Community Development Department at (360) 825-3593 / permits@ci.enumclaw.wa.us