An Accessory Dwelling Unit (ADU) is a structure that is secondary to the primary residence or dwelling on a parcel. ADUs must be compatible with the existing neighborhood and must conform to the standards established in YCC 19.18.020(1) “Accessory Housing.”

Complete the following questions (if not applicable, explain why):

1. How many dwellings are currently located on the subject parcel: ___________

2. The property owner will live in the:
   - [ ] Main Residence   - [ ] Accessory Dwelling Unit (ADU)

3. What is the total gross square footage (area) of the ADU? ________________
   
   **Note:** The ADU’s floor area cannot exceed 1,000 square feet and cannot exceed the size of the primary structure. The living space for the ADU is defined as storage areas, mechanical rooms, and other interior residential spaces, but does not include thickness of exterior walls or garage areas.

4. What is the total gross square footage (area) of the main residence?  
   
   ____________________________

5. Is the structure to be used as the ADU:  
   - [ ] New  
   - [ ] Existing  
   
   **Note:** Both new and existing structures must meet the current residential, building, mechanical, electrical and energy code standards as required for a single-family residence.

6. Will the ADU be attached to: (Check one)
   - [ ] House   - [ ] Existing Garage or Shop   - [ ] or, Freestanding
   
   a. If you answered “freestanding” (not attached to the primary residence), how far will the ADU be located from the primary residence?  
   
   **Note:** The ADU must be within 100 feet of the primary residence.
   
   ____________________________

7. The front entrance of the ADU must be clearly secondary to the main residence’s entrance. How will you design the ADU’s entrance to meet this requirement?  
   (Examples include landscaping, lattice work, architectural designs.)
8. The ADU must be similar in color and building materials as the primary residence. How will the ADU be constructed to comply with this standard?

____________________________________________________________________________
____________________________________________________________________________

9. For ADUs proposed to be on the second floor of a garage or shop, will there be any exterior stairs accessing a second floor for this ADU?

☐ No    ☐ Yes

If yes, will the stairs be on the ☐ Side    ☐ Rear

*Note: The proposed access to the ADU cannot be open to a garage. For questions, contact our Building and Fire Life Safety Division at (509) 574-2300.*

10. A minimum of three (3) parking spaces are required, two (2) for the primary residence and one (1) for the ADU. Are you able to provide a minimum of three parking spaces? (Please show on site plan.)    ☐ Yes    ☐ No

11. Are you proposing a new fence?    ☐ No    ☐ Yes, answer the following:

a. Fence Material: ________________________________

b. Is the fence a view obscuring fence?    ☐ Yes    ☐ No

c. What is the total height of the fence? ________________________________

*Note: Fences and walls may be placed on or behind property lines. Fence height includes the fence, and attachments such as barbed wire installed at the top of the fence.*

12. Is any outdoor lighting being proposed for this ADU?    ☐ No    ☐ Yes

If yes, indicate type of lighting proposed and show locations on site plan:

____________________________________________________________________________
____________________________________________________________________________

13. How are you proposing to manage your stormwater runoff? If you have questions pertaining to stormwater runoff you can talk with our Water Resources Division.

____________________________________________________________________________
14. The ADU must share a common driveway with the primary residence, unless otherwise approved by our Transportation Division. Will the ADU share a common driveway with the primary residence? (Please show on site plan.)

☐ Yes  ☐ No

(If no, submit documentation with your application from our Transportation Division for allowing a second driveway for the ADU.)

15. What type of road serves the property?

☐ Public Road (County, City or State Highway)

☐ Private Road  ☐ Shared Driveway

a. If you are on a Private Road or Shared Driveway, is there an existing Road Maintenance Agreement?

☐ No  ☐ Yes (If yes, provide a copy of agreement with your application.)

b. What is the name of the Private Road? __________________________

c. Is the road paved, gravel, dirt? __________________________

d. What is the width of the road? __________________________

16. How will you provide the ADU with domestic water?

Note: In all zoning districts, the primary residence and ADU require a connection to either a shared well, community, or regional water system. An existing individual well may be converted to a two-party shared well, if approved by the Yakima Health District. Please contact the Yakima Health District at (509) 575-4040.

a. ☐ Regional water supply (water system operated by a city, county, Nob Hill, etc.)

   i. Name of water provider: _________________________________

b. ☐ Community Well:

   i. What is the well ID number? _________________________________

   ii. On Lot/Parcel Number: _________________________________

   iii. Is there an existing Well Maintenance Agreement?

      ☐ No  ☐ Yes (Attach a copy of agreement with this application.)

c. ☐ Shared Well
I. Is there an existing Well Maintenance Agreement?

- No
- Yes (Attach a copy of the agreement with this application.)

17. Within the Urban Growth Area, proposed ADUs within the SR, R-1, R-2, and R-3 zoning districts are required to connect to a regional sewer system. If you are not located within one of these zoning districts, what type of sewage disposal are you proposing?

- Regional sewer provided by: ________________________________
- Community on-site sewer system with main residence
- Individual, on-site sewage system separate from main residence

18. An ADU must adhere to the existing neighborhood character and stability. Explain how the proposed ADU is compatible with the neighborhood (examples include location of ADU to neighboring property lines, type construction or architecture, landscaping, etc.): 

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

19. **Required Attachments:**

- Attach a full and unabbreviated copy of the subject property’s current legal description. The legal description will be used for the following covenant: restricting the future separation of the primary house and ADU and certifying that the owner will occupy at least one of the buildings.

- Attach a floor plan drawn of the accessory dwelling unit showing the interior dimensions of the living areas, storage areas, mechanical rooms, and other interior residential spaces.

---

*Use this form to answer the questions. Use additional pages as needed.*

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REQUIRED ATTACHMENT:

YAKIMA COUNTY GENERAL SITE PLAN

Note: Producing the site plan from this template is preferred, however, the template can be substituted for your own drawing (computer aided is acceptable).

Site plan must be drawn with blue or black ink

LOT COVERAGE CALCULATION

a) Dimension(s) of existing structure(s) ___ S.F.
b) Building addition/new structure(s) dimension(s) ___ S.F.
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL ___ S.F.
d) Proposed paved area(s) ___ S.F.
e) Total Impervious Surface (a+b+c+d = e) ___ S.F.
f) Lot Size (1 acre = 43,560 sq ft) ___ S.F.
g) Lot coverage (e/f x 100 = g) ___ %

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

Spaces required: _________________
Spaces provided: _________________ Surface Type: ______

LOT INFORMATION

Parcel #(s): _______________________
Site Address: ______________________

BACKGROUND INFORMATION

Owner Name: _______________________
Address: ___________________________
Contact Phone: (____)__________ Date Created:________

MAP SCALE (check one)
☐ Preferred Scale: 1 inch on the map = 20 ft on the ground
☐ Custom Scale: 1 inch = ______

*Square is 0.20” by 0.20”
### Required Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Property line dimensions of all lot(s) involved in the project.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Existing or proposed driveway locations</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A.</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Show the existing topographic contours at intervals of not more than 5’ when the ground slopes exceed 10%. Extend 100’ beyond the boundaries of the site.</td>
</tr>
</tbody>
</table>

### Building Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Fire apparatus turnaround</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Distance of new structures from all property lines.</td>
</tr>
</tbody>
</table>

### Planning Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Location and dimensions of all proposed exterior land uses.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Location of new and/or expanded public and private utility infrastructure.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Location of structures on the adjoining lots, which may cause compatibility issues.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Proposed location and dimensions of community and other open space.</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Proposed contours and grading as they affect lot layout, streets, and drainage ways.</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Floodplain development:</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Other information as may be required by YCC Titles 13, 16A, 16C or 16D.</td>
</tr>
</tbody>
</table>
Please Tell Us About Your Proposal: (If you need assistance call us at (509) 574-2300 or come into the office)

<table>
<thead>
<tr>
<th>Parcel Numbers(s):</th>
<th>A.</th>
<th>B.</th>
<th>C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner’s Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Phone:</td>
<td>Company (if any):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Subject Property Address: (if Different)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope of Work:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes [ ] No [ ]

Applying For A Building Permit? Please Fill Out The Following:

<table>
<thead>
<tr>
<th>Number of Bedrooms: Existing:</th>
<th>Total:</th>
<th>Size/Dimensions:</th>
<th>Square Footage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Bathrooms:</td>
<td>Size/Dimensions:</td>
<td>Square Footage:</td>
<td></td>
</tr>
</tbody>
</table>

Construction Valuation (Contractor Estimate) $

How will you provide legal domestic water for your project? Please check one below:

- [ ] Water right permit from Department of Ecology (Please attach a copy to this application), or
- [ ] Letter from an approved water purveyor stating the ability to provide water, or
- [ ] A Yakima County Water Resource System (YCWRS) domestic well within the Agriculture zoning district, or
- [ ] A Yakima County Water Resource System (YCWRS) domestic well outside of the Agriculture zoning district, or
- [ ] Other adequate evidence of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- [ ] Yakama Nation Water Code permit for properties located within the exterior boundaries of the Yakama Nation, or
- [ ] Documentation that the well site is located outside the Yakima River watershed.

Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit.

By signing this form, I agree to the following:

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.
Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.

I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.
I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.
I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
I understand that Yakima County shall be held harmless for misinterpretation or misrepresentation of documents to obtain my permits.
I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)

Please Fill Out This Section In Blue or Black Ink. (Please check the box to indicate the primary contact person)

☐ Property Owner Signature: _____________________________ (required) Date: __________
☐ Check If You Are Acting As Your Own Contractor – (Signature required at declaration at bottom of page)

☐ Applicant/Agent:
Day Phone: ( ) _____________________________ Company (if any) _____________________________
Mailing Address: _____________________________ City: _____________________________ State: _____ ZIP: _____
E-mail Address: _____________________________
Signature: _____________________________ Date: __________

☐ Contractor Name: _____________________________
Day Phone: ( ) _____________________________ Company (if any) _____________________________
Mailing Address: _____________________________ City: _____________________________ State: _____ ZIP: _____
E-mail Address: _____________________________
Contractor License Number: _____________________________
Signature: _____________________________ Date: __________

If there are additional owners, provide an attachment in the same format and with the same declarations

This Section To Be Completed For Construction Permits Only

Pursuant to RCW 19.27.095 (2)(i-ii) The requirement for a fully completed construction application shall include:
i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.
If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.
☐ Lending Agency Name: _____________________________ Phone: ( ) _____________________________
Mailing Address: _____________________________ City: _____________________________ State: _____ Zip: _____
☐ I acknowledge by checking this box that this project has no lending agency for construction financing.

Bonding Agency Name: _____________________________ Phone: ( ) _____________________________
Mailing Address: _____________________________ City: _____________________________ State: _____ Zip: _____
☐ I acknowledge by checking this box that this project has no bonding agency.

If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:
• I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.
• I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor’s Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.
• I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) __________________________________________ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.
Owner Signature: _____________________________ Date: __________

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Accessory Dwelling Units (ADU) means a structure meeting the purpose and requirements of Section 19.18.020(1) which is attached to a single-family home or detached garage with living facilities for one individual or family separate from the primary family. In specified areas, accessory dwellings may be detached from other structures.

The purpose of the accessory dwelling unit provision is to:

- Provide homeowners with an opportunity for extra income, companionship and security;
- Better utilize existing infrastructure and community resources (sewer, water, roads, etc.);
- Provide a housing type that allows flexibility to respond to changing needs and lifestyles;
- Add to and diversify the supply of affordable housing;
- Protect neighborhood character and stability by ensuring ADUs are compatible with surrounding land uses;
- Provide the opportunity for relatively independent living for the elderly or disabled with support from neighboring family or other care-giver, with a preference for attached or detached accessory dwelling units; and
- Accommodate accessory residential quarters in commercial, industrial and mining zones.

In accordance with YCC 19.18.020(1) there are specific requirements that are unique to ADUs. These are:

- A lot can only contain one (1) ADU.
- In all zones the primary residence and the ADU must connect to a public water system.
- In Urban Growth Areas the primary residence and ADU must connect to a regional sewer system.
- The maximum size of an ADU is 1,000 square feet excluding the thickness of the exterior walls and the Garage areas.
- Either the primary residence or the ADU must be occupied by the property owner.
- The ADU must be within 100 feet from the primary residence.

In order to obtain a permit, an applicant must submit a complete application. If there are any questions about your application, or if an item is missing, staff will contact you. The application packet includes:

- General Application Form, Accessory Dwelling Unit Form, Narrative Form and Site Plan
- Full permit fee
- Complete copy of the property legal description from a recorded deed
- Floor plan of the dwelling unit showing: living areas, storage areas, mechanical rooms, and other interior residential spaces.

For specific application submittal requirements and timelines please refer to Title 19 (Unified Land Development Code) and Title 16B (Yakima County Project Permit Administration Ordinance).
Frequently Asked Questions about Accessory Housing/Dwelling Units

Q: How large can an accessory dwelling unit be?
A: An accessory dwelling unit can be no larger than 1000 square feet of gross floor area and shall not exceed the size of the primary structure.

Q: Does an accessory dwelling unit have to be built above a garage?
A: No, it can be built attached to the garage or within the main residence or as a structure that is not attached to either the garage or main residence.

Q: Can I live in an accessory dwelling on my property while my house is being built?
A: Yes, but it won’t be considered an accessory dwelling unit; it will be considered the main residence.

Q: Where can I build an accessory dwelling unit?
A: Accessory dwelling units can be built in any zoning district that allows residential uses.

Q: What other requirements are needed for an accessory dwelling unit?
A: All accessory dwelling units are required to have provisions for cooking, eating, sanitation and sleeping.

Q: Can accessory dwelling units be rented out?
A: Yes.

Q: Can I have a separate well for the accessory dwelling?
A: No, the accessory dwelling unit and the primary residence must share the same public water system such as a shared well.

Q: Can I have more than one accessory dwelling unit on my parcel?
A: No, you are limited to one accessory dwelling unit only.