



ACCESSORY DWELLING UNIT (ADU) FORM

FINAL
Revised: 11/1/23

Yakima County Public Services

128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · www.co.yakima.wa.us

Please answer all of the following questions as completely as possible. (If a question is not applicable, write N/A.) In your narrative, please describe your project in detail to help reviewers understand what you want to accomplish.

An Accessory Dwelling Unit (ADU) is a residential 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. What is the square footage of the ADU? _____

Note: The ADU's floor area shall be smaller than the primary residence. On the site plan, please indicate the floor area of the living area and the floor area of any garages or shops.

3. What is the square footage of the primary residence? _____

4. 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.

5. Will the ADU be attached to: (Check one)

☐ House ☐ Existing Garage or Shop
☐ Freestanding ☐ Proposed Garage or Shop

6. 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

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.

7. 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

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

a. Fence Material: _____

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

Annotation by Planner

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.

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

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

10. 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.

11. The ADU must share a common driveway with the primary residence unless the two units are allowed to access different roads. 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.)

12. 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? _____

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

*Note: In all zoning districts, the primary residence and ADU shall both connect to a public water system (such as a shared well, community, or regional water system) as defined in Section 19.01.070, and shall meet the Yakima Health District requirements. **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.***

<p>a. <input type="checkbox"/> Regional water supply (water system operated by a city, county, Nob Hill, etc.):</p> <p style="margin-left: 20px;">I. Name of water provider: _____</p> <p>b. <input type="checkbox"/> Community Well (3 or more connections):</p> <p style="margin-left: 20px;">I. What is the well ID number? _____</p> <p style="margin-left: 20px;">II. On Lot/Parcel Number: _____</p> <p style="margin-left: 20px;">III. Is there an existing Well Maintenance Agreement?</p> <p style="margin-left: 40px;"><input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Attach a copy of the agreement with this application.)</i></p> <p>c. <input type="checkbox"/> Shared Well (2 connections):</p> <p style="margin-left: 20px;">I. Is there an existing Well Maintenance Agreement?</p> <p style="margin-left: 40px;"><input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Attach a copy of the agreement with this application.)</i></p> <p>14. Within the Urban Growth Area, the primary residence and the proposed ADU shall both be connected to a public sewer system (such as a city sewer system or a community onsite septic system) as defined in Section 19.01.070 and required in YCC19.25-2 for two connections. Outside of the UGA, the requirements of YCC 19.25-2 for two connections shall apply.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Regional sewer provided by: _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Community on-site septic system with primary residence</p> <p style="margin-left: 20px;"><input type="checkbox"/> Individual, on-site septic system separate from primary residence</p> <p>15. 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.):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
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Use this form to answer the questions. Use additional pages as needed.

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.



GENERAL APPLICATION FORM

FINAL
Revised 4/30/20

Yakima County Public Services
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(Staff Use Only – Fill In / Circle As Applicable)

Zoning District: _____ Reviewed By: _____
Proposed Land Use: _____ Case #(s): _____ Date Submitted: _____
Overlay: Airport / Greenway / Floodplain _____
UGA: _____ CAO/Shoreline: _____
Sewer: Septic Clearance / As Built _____
Potable Water: N/A or Exempt _____
Purveyor: _____ YCWRS Well: _____
FAAR: _____ WUI-FD: _____ M / H / E _____
Occupancy: A B E F H I M R R1 R2 R3 S U _____
Type of Construction: IA IIA IIIA IB IIB IIIB IVA IVB VA VB _____
Name of Short Plat, Subdivision or Manufactured Home Park: _____ Lot or Space # _____

Please Tell Us About Your Proposal: *(If you need assistance call us at (509) 574-2300 or in person during office hours)*

Parcel Numbers(s): A. _____ B. _____ C. _____
Property Owner's Name: _____
Day Phone: _____ Company (if any): _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Subject Property Address: *(if Different)* _____
E-mail Address: _____
Scope of Work: _____

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:

Number of
Bedrooms: Existing: _____ New: _____ Total: _____ Total Number of
Bathrooms: _____
☐ New ☐ Addition Size/Dimensions: _____ Square
Footage: _____

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.

CONTINUE ON BACK



- 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: _____



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

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"**

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

- ____ S.F. Spaces required: _____
____ S.F. Spaces provided: _____ Surface Type: _____

LOT INFORMATION

- ____ S.F. Parcel #(s): _____
____ S.F. Site Address: _____

BACKGROUND INFORMATION

- ____ % Owner Name: _____
Site Plan Created by: _____
Address: _____
Contact Phone: (_____) _____ Date Created: _____

Required Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Property line dimensions of all lot(s) involved in the project.
<input type="checkbox"/>	<input type="checkbox"/>	2	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
<input type="checkbox"/>	<input type="checkbox"/>	3	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.
<input type="checkbox"/>	<input type="checkbox"/>	4	Existing or proposed driveway locations
<input type="checkbox"/>	<input type="checkbox"/>	5	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.
<input type="checkbox"/>	<input type="checkbox"/>	6	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;
<input type="checkbox"/>	<input type="checkbox"/>	7	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.
<input type="checkbox"/>	<input type="checkbox"/>	8	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
<input type="checkbox"/>	<input type="checkbox"/>	9	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;
<input type="checkbox"/>	<input type="checkbox"/>	10	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.)
<input type="checkbox"/>	<input type="checkbox"/>	11	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.

Building Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Fire apparatus turnaround
<input type="checkbox"/>	<input type="checkbox"/>	2	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.
<input type="checkbox"/>	<input type="checkbox"/>	3	Distance of new structures from all property lines.

Planning Division Application Site Plan Information:			
	N/A	#	
<input type="checkbox"/>	<input type="checkbox"/>	1	Location and dimensions of all proposed exterior land uses.
<input type="checkbox"/>	<input type="checkbox"/>	2	Location of new and/or expanded public and private utility infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	4	Location of structures on the adjoining lots, which may cause compatibility issues.
<input type="checkbox"/>	<input type="checkbox"/>	5	Proposed location and dimensions of community and other open space.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	7	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;
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
<input type="checkbox"/>	<input type="checkbox"/>	9	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
Floodplain development:			
<input type="checkbox"/>	<input type="checkbox"/>	10	Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	11	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.
<input type="checkbox"/>	<input type="checkbox"/>	12	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.
<input type="checkbox"/>	<input type="checkbox"/>	13	Other information as may be required by YCC Titles 13, 16A, 16C or 16D.



NARRATIVE FORM

FINAL
Revised 10/01/15

Yakima County Public Services
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901
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The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

Narrative Content: Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible**. Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

Suggested Content:

- Describe the current use of the site including all existing structures with their dimensions, square footage, and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews. Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative provided.

Project Narrative

Please use additional pages as needed



User's Guide To The Land Use Permit Process

Accessory Dwelling Units (ADU's)

Yakima County Planning Division ♦ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ♦ Phone (509) 574-2300

Accessory Dwelling Units (ADU) means a residential 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.

Dwelling unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, food preparation, cooking and sanitation plumbing and electrical wiring or fuel fixtures for ovens and other cooking appliances whether or not such cabinets, fixtures and appliances are installed. Dwelling unit does not include recreational vehicles.

The purpose of the accessory dwelling unit provision is to:

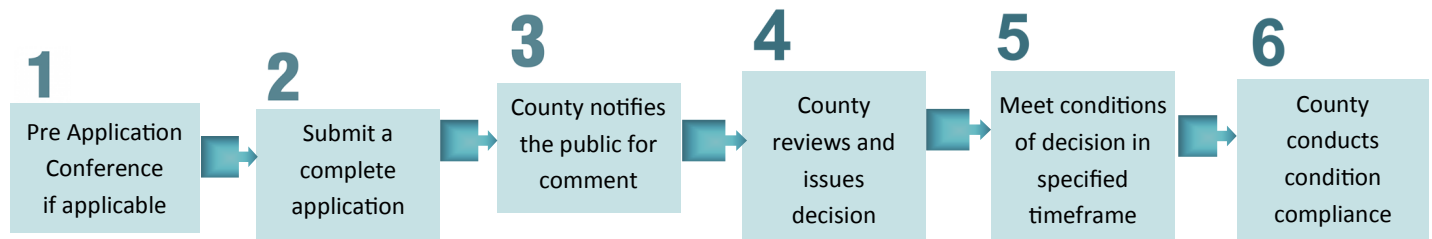
- Provide homeowners with an opportunity for extra income, companionship and security;
- Better utilize existing infrastructure and community resources (sewer, water, roads, etc.);
- Provide a housing type that allows flexibility to respond to changing needs and lifestyles;
- Add to and diversify the supply of affordable housing;
- Protect neighborhood character and stability by ensuring ADUs are compatible with surrounding land uses; and
- 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.

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 zoning districts, the primary residence and ADU shall both connect to a public water system (such as a shared well, community, or regional water system) as defined in Section 19.01.070, and shall meet the Yakima Health District requirements. m.
- Within the Urban Growth Area, the primary residence and the proposed ADU shall both be connected to a public sewer system (such as a city sewer system or a community onsite septic system) as defined in Section 19.01.070 and required in YCC19.25-2 for two connections. .

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, and Narrative Form
- Full permit fee



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).



User's Guide To The Land Use Permit Process Accessory Dwelling Units (ADU's)

Yakima County Planning Division ♦ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ♦ Phone (509) 574-2300

Frequently Asked Questions about Accessory Housing/Dwelling Units

Q: How large can an accessory dwelling unit be?

A: An accessory dwelling unit 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 ADU; it will be considered the main residence. You will need to apply for the ADU at the same time as the main residential building permit, and the building permit will not be issued until the ADU is approved.

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. If you intend to rent it as a Short-Term Rental, then that application must also be completed.

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.