Accessory Dwelling Unit Application

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

Instructions

The following information must be submitted with the Accessory Dwelling Unit (ADU) application.
Additional information may be required.

☐ 1. Written description of the interior and exterior modifications that will be done to accommodate the accessory dwelling.

☐ 2. A completed Accessory Dwelling Unit Registration Application, including a site plan showing dwelling location, showing setbacks from all property lines, location of ADU if detached from principal unit, location of parking on site to serve the primary unit and the accessory unit, dimensions of parking spaces, and elevation drawing showing ADU if detached, as well as all changes to principal unit, including indication of all entrances to primary and accessory units.

☐ 3. If necessary, a completed Building Permit application.

☐ 4. A signed Affidavit of Owner - Occupancy.

☐ 5. A complete legal description of your property.

☐ 6. Fees:
Planning and Building Department Review. Not required if processed concurrently with a Building Permit application.
Recording fee for Affidavit of Owner - Occupancy.

Additional information may be required.

Accessory Dwelling Unit Registration Application

Submittal Date: _____ Case#/Permit#: _____

Owner

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip Code: _____

Property Address: _____

King County Property Tax Account No./Parcel Number: _____

Is there an existing accessory dwelling unit (ADU) on the property?: ◯ Yes ◯ No

ADU Address (if existing): _____

Construction of original residence was completed in the what year?: _____

Will an addition or alteration be necessary to create an accessory unit?: ◯ Yes ◯ No

Does proposal involve construction of a unit detached from the primary residence?: ◯ Yes ◯ No

Does proposal involve conversion or addition to a detached garage?: ◯ Yes ◯ No

If yes, when was this garage originally constructed?: _____

Total square footage of residences on your property, including accessory unit (exclude only garages, sheds, or outbuildings): _____

Square footage of accessory unit only: _____

Total square footage of all other structures on site (tool sheds, garages, greenhouses, etc.): _____

How many off-street parking spaces, including those in a garage, currently exist on the site?: _____

Where will the entrance to the accessory dwelling unit be located?: _____

Accessory Dwelling Unit (ADU) Requirements

See Kirkland Zoning Code section 115.07 for complete regulations.

1. One accessory unit is permitted as subordinate to a single-family dwelling. An ADU may be within or detached from the principal dwelling unit.
2. The primary unit or the accessory unit must be owner occupied.
3. Scale
   a. An attached accessory unit cannot exceed 40% of the total area of the principal residence and the ADU combined.
   b. The size of a detached ADU may not exceed 800 square feet. The total area of all detached accessory structures on your property may not exceed 1,200 square feet plus 10% of the lot area that exceeds 7,200 square feet.
4. The number of residents of the ADU and the principal dwelling unit combined must not exceed five unrelated individuals.
5. One off-street parking space, in addition to the two required for the primary unit, must be provided for the ADU.
6. The primary entrance to the ADU must be clearly secondary to the main entrance of the principal unit.
7. The accessory unit must meet health and safety standards in all applicable codes, with a possible exception for ceiling height (see 115.07.9 of the Kirkland Zoning Code).
8. An accessory unit may not be subdivided or otherwise segregated in ownership from the principal dwelling unit.
9. Any property located in the WDI or WDIII zones which develops an ADU must provide public pedestrian access consistent with standards in the Kirkland Zoning Code for attached or stacked dwelling units.

I certify that I am the owner of this residence and have read the requirements listed above, as well as Section 115.07 of the Kirkland Zoning Code. I also certify that the information I have given is correct and that I now comply and will continue to comply with all the above-listed requirements.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Owner's Signature _____

Co-Owner's Signature _____

For Office Use Only

Planning: ◯ Approved ◯ Denied Staff Signature _____ Date _____

Building: ◯ Approved ◯ Denied Staff Signature _____ Date _____

Separate entrance? ◯ Yes ◯ No

ADU Address: _____

Affidavit of Owner - Occupancy

I understand that in order to establish an accessory dwelling unit in the City of Kirkland, the property owner must reside in either the principal dwelling unit or the accessory dwelling unit and the property owner must comply with the general requirements for Accessory Dwelling Units as specified in the Kirkland Zoning Code. In other words, the property must be owner-occupied.

"Owner-occupied" means the primary and permanent dwelling place of a person who has an ownership interest in it. This person lives in such dwelling despite temporary absences, intends it to be his or her legal residence, and intends to return despite temporary stays elsewhere.

I hereby acknowledge compliance with the owner-occupancy provisions of the Kirkland Zoning Code, and with all other general requirements for Accessory Dwelling Units as specified in the Kirkland Zoning Code.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

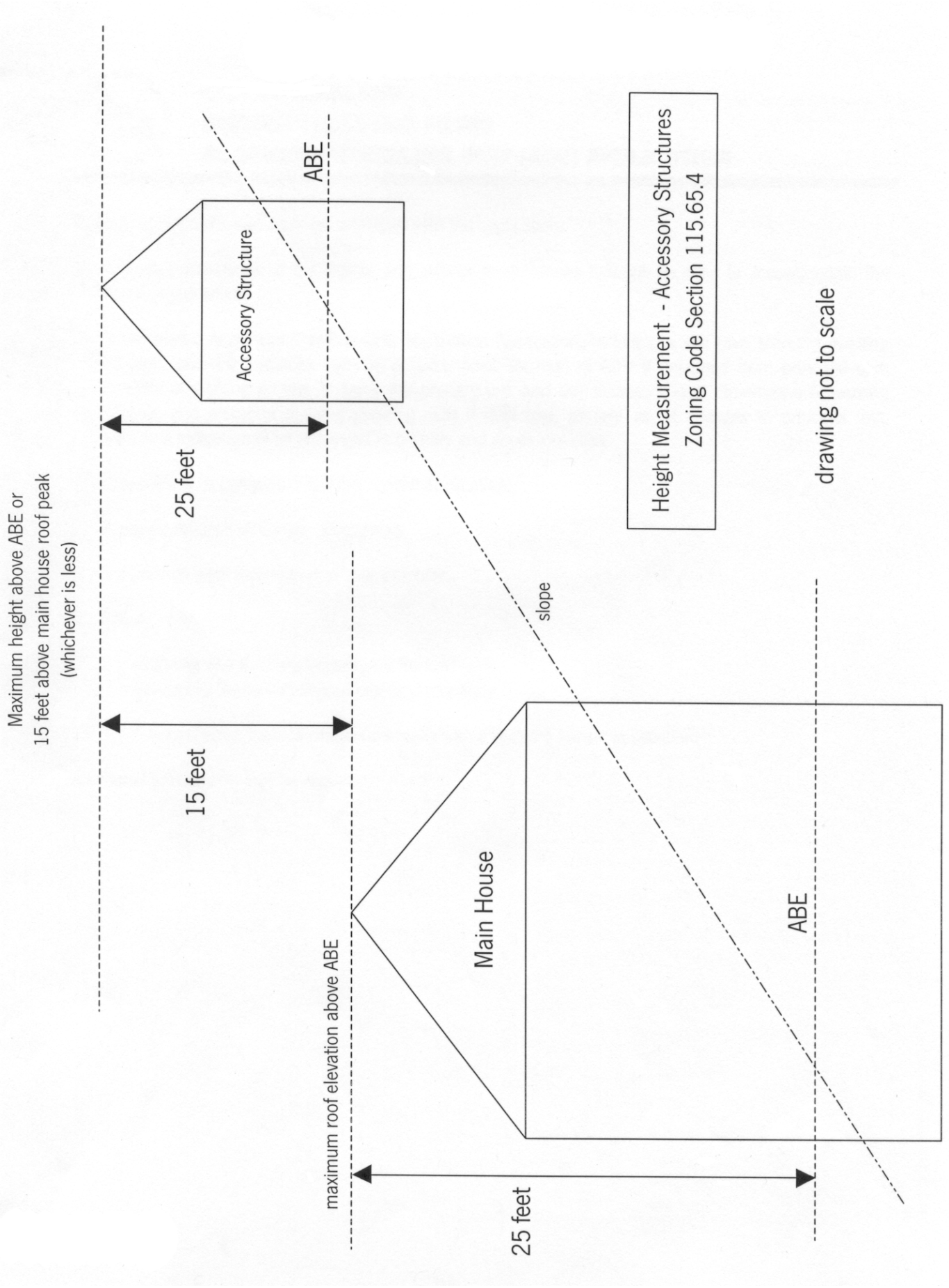
Signature of Applicant (Full Name): _____

Penalty for Violations: In addition to all other penalties provided elsewhere in the Kirkland Zoning Code, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of the Kirkland Zoning Code shall be subject to civil penalties as specified in the Kirkland Municipal Code.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.


Maximum height above ABE or
15 feet above main house roof peak
(whichever is less)
25 feet
Accessory Structure
ABE
15 feet
slope
Height Measurement - Accessory Structures
Zoning Code Section 115.65.4
drawing not to scale
maximum roof elevation above ABE
Main House
ABE
25 feet

Property Legal Description