



ACCESSORY DWELLING UNIT

KMC 18.12.020 – Accessory Dwelling Units (ADU's) are permitted in single-family zoning districts, shall adhere to the appearance of single-family residences and be subject to the attached development standards. One unit must be owner-occupied.

Please complete this checklist and include with your application for review. The submittal must contain all information listed below. **Incomplete applications cannot be accepted.** If you have any questions, please call (509) 585-4280 or (509) 585-4416.

- _____ 1. Application – Accessory Dwelling Unit Form completed and attached.
- _____ 2. Site address and parcel number on application.
- _____ 3. Legal Description (must be placed on the application or attached).
- _____ 4. Submit one copy of the site plan on 8 ½ -inch by 11-inch sheet. The site plan shall be legibly drawn and contain the required information. All site plans shall be drawn to a standard scale to be legible (1" = 20 ft. for example) The scale shall best fit the paper and be indicated on the plan. The site plan shall contain the following:
 - _____ a. Graphic scale and north arrow.
 - _____ b. Property boundaries and exact dimensions.
 - _____ c. Names and location of all existing streets abutting the site.
 - _____ d. Dimensions, location of all existing on-site structures.
 - _____ e. Dimensions, location of proposed construction (if applicable) with dimensions from the new addition to property lines and existing structures.
 - _____ f. Location and size of any easements.
 - _____ g. Location and size of all existing and proposed parking spaces (minimum 3 spaces).
- _____ 5. Interior floor plan of Accessory Dwelling Unit.
- _____ 6. Photo of each side of existing house.

PLEASE NOTE: An Accessory Dwelling Unit Declaration is required to be recorded by the applicant through Benton County on the property. The City will create the document based on the information provided by the applicant. It will be the applicant's responsibility to pay all recording fees required directly to Benton County. Approval will not be given until a copy of the recorded Accessory Dwelling Unit Declaration is returned to the City of Kennewick Community Planning Department.

**CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)**

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other _____
Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: _____

Address: _____

Telephone: _____ Cell Phone: _____ Fax: _____ E-mail _____

Property Owner (if other than applicant): _____

Address: _____

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. _____ Acres _____ Zoning: _____

Address of property: _____

Number of Existing Parking Spaces _____ Number of Proposed (New) Parking Spaces _____

Present use of property _____

Size of existing structure: _____ sq. ft. Size of Proposed addition/New structure: _____ sq. ft.

Height of building: _____ Cubic feet of excavation: _____ Cost of new construction _____

[Benton County Assessor Market Improvement Value:](#) _____

Description of Project: _____

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Signature of owner or owner's authorized representative

Date: _____

ATTACHED ACCESSORY DWELLING UNITS (ADU's) DEVELOPMENT STANDARDS

(1) Attached Accessory Dwelling Units: A portion of a single-family dwelling unit may be converted to one accessory apartment which may have a bathroom and kitchen. An attached ADU must comply with the following standards:

- (a) One additional improved off-street parking space must be provided for the residents of the accessory apartment and if an attached garage is converted to an accessory unit, additional parking spaces must be improved elsewhere on the site to replace those lost.
- (b) One unit must be owner-occupied. The property owner shall record a deed restriction with the Benton County Auditor's Office. The document shall be in a form prescribed by the Planning Director and include a description of the location and size of the ADU and a covenant that one (1) of the dwelling units is, and will continue to be, occupied by the owner of the property as the owner's principal and permanent residence for as long as the other unit is being rented or otherwise occupied. The owner shall maintain residency at least six (6) months out of the year and at no time receive rent for, or otherwise allow to occupy the owner unit when absent the remainder of the year. Falsely certifying owner occupancy shall be considered a violation of the zoning ordinance and is subject to enforcement action.

DETACHED ACCESSORY DWELLING UNITS (ADU's) DEVELOPMENT STANDARDS

- (2) Detached Accessory Dwelling Units: Detached ADUs shall be subject to the following standards:
- (a) No more than one ADU per legal lot. A lot occupied by two or more dwellings shall not be permitted to have an ADU;
 - (b) Minimum lot size – 10,000 square feet;
 - (c) Detached accessory structures are subject to the provisions of Chapter 18.27;
 - (d) Total floor area: The total gross floor area of an ADU shall not exceed forty (40) percent of the living area of the primary dwelling unit or 800 square feet, whichever is less. In calculating living area, uninhabited floor areas such as garages and unheated storage areas are excluded;
 - (e) Number of bedrooms: ADUs are limited to one (1) bedroom;
 - (f) Occupancy: No more than three (3) people, of which no more than two (2) are 16 years of age or older, shall reside in an ADU;
 - (g) Parking: An ADU shall have a minimum of one (1) off-street parking space, which is in addition to the two (2) off-street parking spaces required for the primary dwelling unit;
 - (h) Architectural design: The exterior appearance of an ADU shall be architecturally compatible with the primary dwelling unit. Compatible includes coordination of architectural style, exterior building materials, color, roofing material, form and pitch; window style and placement; other architectural features and landscaping;
 - (i) Entrances: Only one (1) entrance may be located on the front of the house, unless the front of the house already has more than one (1) entrance, or in the case of a detached ADU;
 - (j) Connection charges and impact fees shall be as specified by the applicable ordinances and resolutions;
 - (k) Owner Occupancy: Prior to the issuance of a building permit establishing an ADU, the property owner shall record a deed restriction with the Benton County Auditor's Office. The document shall be in a form prescribed by the Planning Director and include a description of the location and size of the ADU and a covenant that one (1) of the dwelling units is, and will continue to be, occupied by the owner of the property as the owner's principal and permanent residence for as long as the other unit is being rented or otherwise occupied. The owner shall maintain residency at least six (6) months out of the year and at no time receive rent for, or otherwise allow to, occupy the owner unit when absent the remainder of the year. Falsely certifying owner occupancy shall be considered a violation of the zoning ordinance and is subject to enforcement action;
 - (l) Grace Period: At no time prior to the adoption of this section has the City of Kennewick zoning ordinance permitted detached ADUs. Nevertheless, for up to twelve (12) months from the effective date of this section, a home or lot which has had a detached ADU established prior to the adoption of this section, but which cannot comply with above items (h) and/or (i), or the setback requirements of this section, may be considered through a conditional use permit process. All other ADU provisions and applicable building code requirements shall apply when legalizing the detached ADU. (Ord. 5528 Sec. 1, 2013: Ord. 5204 Sec. 8, 2007: Ord. 5180 Sec. 1, 2007)