



CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

ADU REGISTRATION APPLICATION

INFORMATION

An Accessory Dwelling Unit (ADU) is a small, self-contained residential unit with its own kitchen and bathroom built on the same lot as an existing single-family home. Examples of ADUs include: an apartment over a garage, a basement apartment, a backyard cottage and an addition to an existing home. ADUs are allowed in residential zones if they comply with the standards listed below and meet Building and Fire Codes.

To establish an ADU, a property owner shall submit a registration application, sign and record an owner affidavit, and obtain a building permit for any necessary remodeling or construction. Owners of all existing ADUs shall apply for registration by June 2019. See below.

Tukwila's standards for new ADUs are:

1. Detached ADUs are allowed under the following conditions:
 - Minimum lot size of 6,500 square feet
 - Not allowed if there is an attached ADU on site (only 1 ADU per parcel)
 - Unit may be no more than 800 square feet
 - Detached units must be set back at least as far from the street as the main house. This would not apply to the second front of a through or corner lot, where the unit is incorporated into an existing structure such as a detached garage or where the main house is set back at least 60 feet from the front property line.
 - Height limit is 20 feet except for apartments built over a garage, which may be up to 25 feet tall. Building height is calculated from the mid-point of any elevation change across the footprint of the house to the mid-point of the pitched roof.
2. Attached ADUs are allowed under the following conditions:
 - May occupy 40% of the square footage of the house up to a maximum of 1,000 SF, whichever is less. An attached garage does not count toward the overall square footage of a house when calculating the allowed size of an attached ADU. For example, in a house with 2,000 square feet of living area and a 400 square foot garage, only the living area would be used to calculate that an ADU could occupy 800 square feet (40%) of the total house.
 - There is no minimum lot size for attached ADUs.
3. Owner occupancy is required for one unit on site, either the house or ADU.
4. The ADU parking requirement is 1 off-street space per bedroom in addition to the parking required for the main dwelling unit (2 spaces for up to a 3-bedroom house, 1 additional space for every 2 additional bedrooms).

5. ADUs should be designed and located to minimize the impact on adjacent development by avoiding window and door placement across from openings on neighboring structures, and use of fences and landscaping for screening.
6. ADUs may not be rented for less than 30 days and a Residential Rental Business License is required prior to renting either the primary single-family dwelling or the ADU. For more information see: <http://www.tukwilawa.gov/departments/community-development/rental-housing/>

Amnesty Period for Existing ADUs

A one-year amnesty period, through June 2019, is allowed for registration of unpermitted ADUs. During that time, owners can register their ADUs under more flexible zoning rules, provided the dwelling unit meets life safety standards in the Building and Fire Codes.

Flexibility is available for:

- Exceeding the permitted height for a detached ADU
- Exceeding the permitted area for an attached or detached ADU, up to 1,200 square feet
- Not providing a second parking space for a two-bedroom ADU
- Roof pitch of less than 5:12
- Location of the ADU on the lot.

Owner occupancy, providing at least 1 parking space per ADU, and meeting the minimum lot size for a detached ADU may not be waived.

PROCEDURES: At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal.

Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete, City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application. Once the application is complete, it will be reviewed by the Director who will issue a decision to approve, modify or deny the application based on the review criteria.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Department of Community Development. Please contact the Department if you think that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant’s rights. However, the City may require additional information as needed to establish consistency with development standards.

City Staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
APPLICATION MATERIALS:	
	1. Application Checklist one (1) copy, indicating items submitted with application.
	2. Application Fee: None
	3. Notarized affidavit of ownership and hold harmless agreement.
	4. Completed application form and response to the applicable review criteria.
	5. Site Plan – two (2) scaled drawings showing all buildings, parking areas, walkways, property lines, existing trees, sensitive areas, their buffers and setbacks.



CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

ADU REGISTRATION APPLICATION

APPLICATION

FOR STAFF USE ONLY Permit Type: Zoning/Code Letter	
Planner:	File Number: A
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

ADDRESS OF PROJECT: _____

LIST TAX LOT NUMBER (this information found on your tax statement). _____

BRIEF DESCRIPTION OF PROJECT: _____

NEW OR EXISTING ADU: _____ ATTACHED OR DETACHED FROM HOUSE: _____

ANY NEW BUILDING SQUARE FOOTAGE?: _____

TOTAL DWELLING SQUARE FOOTAGE MINUS ATTACHED GARAGE: _____

LOT AREA: _____ ADU AREA: _____ BEDROOMS IN ADU: _____

OFF-STREET PARKING SPACES FOR ADU: _____ OFF-STREET PARKING SPACES FOR HOUSE: _____

DEVELOPMENT COORDINATOR :

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____



CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20_____

(Print Name)

(Address)

(Phone Number)

(Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on _____

REVIEW CRITERIA

The criteria for ADUs are in the Zoning Code ([Tukwila Municipal Code \(TMC\) Title 18](#)) at TMC 18.50.050, 18.50.220 and 18.50.230. You must provide a response to the criteria and provide necessary supporting materials. Planning Division Staff are available to discuss the review criteria with you.

A. If a newly constructed ADU list development permit number(s):

B. If an existing ADU:

1) Describe any standards your ADU does not meet, for example:

- Exceeding the permitted height for a detached ADU
- Exceeding the permitted area for an attached or detached ADU, up to 1,200 square feet
- Not providing a second parking space for a two-bedroom ADU
- Roof pitch of less than 5:12
- Location of the ADU on the lot.

2) Attach documentation that unit was existing prior to June 2017, such as a rental license, separate utility bill, lease agreement etc.