



Submittal Worksheet
**ACCESSORY
DWELLING UNIT**

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Accessory Dwelling Unit (ADU) Application: The ADU Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.

Fee: \$100

Memorandum of Deed Restriction: This document must be signed by the property owner and must be recorded before a Certificate of Occupancy will be issued for the ADU.

Project Narrative: The narrative shall provide a brief description of the project and answer all of the following questions:

1. How is the ADU designed to maintain the appearance of the existing or future single family residence?
 - a. Is the ADU compatible with the color, roof pitch, siding and windows of the primary residence?
 - b. Where is the primary entrance for the ADU located?
 - c. If the ADU is located in a detached structure what is the building height?
2. Is this project to legalize a non-conforming ADU or new development?

Public Services Department

9002 Main Street East, Suite 300, Bonney Lake, WA 98391

(253) 447-4356

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Site Plan: The site plan shall be drawn at a minimum scale of one (1) inch equals twenty (20) feet displaying the information below, as required to accurately reflect the proposed project. Please contact City staff if you have questions regarding the minimum requirements for your project's site plan:

1. Date and north arrow.
2. The boundary of the parcel(s) drawn to scale of land upon which the development is proposed. Identify surveyed property corners.
3. Dedicated parking stalls for both the primary and accessory units.
4. A depiction of the existing development and proposed development.
5. Existing and proposed land contours at intervals sufficient to accurately determine the existing character of the property and the extent of proposed change to the land that is necessary for development.
6. A delineation of all critical areas on the lot.
7. The approximate location of trees over six (6) inches in diameter as measured four and half (4.5) feet above the ground, their size and their species.
8. The dimensions and locations of all existing structures and proposed developments including but not limited to: buildings, docks, decks, paved or graveled areas, roads, utilities, septic tanks and drainfields, materials stockpiles or surcharge, and stormwater management facilities.
9. Quantity, source and composition of any fill materials that is placed on the site whether temporary or permanent.
10. Quantity, composition and destination of any excavated material.

Building Plan Set: Provide a building plan set that shows the measurements and accurate layout of both the primary and accessory dwelling units. This set should include elevation views from the four cardinal directions of the structure(s), and should be the same as the construction set provided with the building permit application.