



**CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION**

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

ACCESSORY DWELLING UNIT (ADU)

MMC CHAPTER 22.16.050 / CHAPTER 22.84

The purpose of this chapter is to regulate the establishment of accessory dwelling units within or in conjunction with residential dwelling units while preserving the character of single-family residential neighborhoods. This section is intended to permit the establishment of additional living quarters within residential neighborhoods in order to (A) provide more affordable housing options for renters, (B) make it possible for adult children to provide care and support to a parent or other relative in need of assistance, (C) provide increased security and companionship for homeowners, (D) provide the opportunity for homeowners to gain the extra income necessary to help meet the rising costs of home ownership, (E) provide for the care of disabled persons within their own homes, and/or to provide for environmental benefits as accessory dwelling units are, on average, more energy efficient.

This checklist is to determine completeness of a submittal. It does not verify the accuracy of materials received.

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. Please note that a pre-application meeting is **HIGHLY ENCOURAGED** for Type I permits (**ACCESSORY DWELLING UNIT**). Pre-application meetings are nonbinding and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360-863-4501.

SUBMITTAL: <https://monroe.onlama.com/>

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **ACCESSORY DWELLING UNIT APPLICATION**. In addition to the items in the development design standards for the specific permit types, the following items are required in order for a complete application submittal. An applicant for a land use permit shall also demonstrate that the proposed development complies with any applicable regulations and decision criteria.

- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and boundaries of adjacent properties.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which meets the following criteria:
 - a. Accessory dwelling units shall only be allowed within single-family residential zoning districts, pursuant to MMC section 22.16.050.
 - b. An accessory dwelling unit shall be subordinate to and situated on the same lot as an existing principal dwelling unit.
 - c. No more than two accessory dwelling units shall be permitted per lot.
- SITE PLAN.** A site plan drawing or drawings at a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:
 - a. The location of all existing and proposed structures, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - b. The boundaries of the property proposed to be developed;
 - c. All proposed and existing buildings and all other pertinent setback lines;
 - d. The locations of all critical areas and their associated buffers, if any;
 - e. All existing and proposed easements;
 - f. Drain field locations (if existing);
 - g. The locations and size of all existing and proposed utility structures and lines;
 - h. The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
 - i. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;
 - j. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
 - k. Location and extent of street dedication, widening or other road improvements;
 - l. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - m. The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land, and the total amount of square feet in the entire proposed development site;
- TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
- SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
- CRITICAL AREAS STUDY.** If the site is constrained by critical areas, provide a critical areas study prepared by a qualified professional, as subject to the requirements of MMC 22.80.070, Critical Areas Studies.
- SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District, if required.

GENERAL PROVISIONS FOR ACCESSORY DWELLING UNITS

- **Number Permitted.** A maximum of two accessory dwelling units are permitted in the following configurations:
 - One attached accessory dwelling unit and one detached accessory dwelling unit;
 - Two attached accessory dwelling units; or
 - Two detached accessory dwelling units, which may be comprised of either one or two detached structures.
- **Location.** The accessory dwelling unit may be attached to or included within the principal dwelling unit and/or located in a detached structure. An accessory dwelling unit will be considered to be "detached" from the principal dwelling unit if it is surrounded on all sides by open space and does not share a common roof structure with the principal unit. **Bulk Requirements** The accessory dwelling unit shall comply with all bulk requirements in MMC [22.16.040](#) for single-family zoning districts, MMC [22.22.060](#) for the downtown commercial zoning district, or MMC [22.34.040](#) for the limited open space zoning district as applicable, except that: Detached accessory dwelling units may be located at a lot line if the lot line abuts a public alley, unless the city routinely plows snow on the public alley; and Accessory dwelling units may be converted from existing structures, including but not limited to detached garages, even if they violate current code requirements for setbacks or lot coverage
- **Size and Scale.** Maximum Floor Area. The floor area of the accessory dwelling unit, whether attached or detached, shall be limited to the larger of one thousand square feet or fifty percent of the total floor area of the principal dwelling unit, excluding any related garage area.
- **Parking.** In addition to the number of off-street parking spaces required for the principal dwelling unit, which is specified in Chapter [22.44](#) MMC, Parking Standards and Design, one off-street parking space shall be provided for each accessory dwelling unit unless the applicant can demonstrate the accessory dwelling unit is located within one-half mile walking distance of a major transit stop.
- **Subdivision.** Accessory dwelling units may be subdivided or otherwise segregated in ownership from the principal dwelling unit, in accordance with the requirements of Chapter [22.68](#) MMC, Subdivisions. The sale or other conveyance of a condominium unit independent of a principal unit may not be prohibited solely on the grounds that the condominium unit was originally built as an accessory unit.

*******IF THE ADU RECEIVES ADMINISTRATIVE APPROVAL, A SEPARATE BUILDING PERMIT
WILL BE REQUIRED FOR CONSTRUCTION OF THE ADU**

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR