



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4447

# ACCESSORY DWELLING UNIT (ADU) CHECKLIST

## **ABOUT ADUs:**

An Accessory Dwelling Unit (ADU) means a second dwelling unit either attached to or located on a lot occupied by a single-family detached dwelling. An ADU provides a separate and completely independent dwelling unit with facilities for cooking, sanitation, and sleeping and has a separate and independent entry/exit other than the one utilized for the primary residence.

Examples of attached include converted living space, basements, or attics, attached garages, additions, or a combination thereof. Examples of detached include converted garages or new standalone construction.

A detached ADU shall be no greater than 1,000 square feet. Up to two ADUs may be allowed on site. One attached ADU may be allowed within the existing building footprint and no more than one ADU resulting from new construction shall be allowed, including additions and garage or accessory structure conversions. ADUs are subject to applicable design guidelines under Chapter 18.74.

Public notice is required for ADU applications. Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300-feet of the property, publish it in the paper, online, and post on site. A fourteen-day public comment period will follow.

## **REVIEW PROCESS:**

1. ADU permit applications are a Type 2 permit pursuant to Chapter 18.08. Upon receipt of a complete application for an ADU, the director shall review and either approve, disapprove, or approve with conditions the ADU application.
2. Approval of the ADU shall be subject to the applicant recording a document in a form approved by the city with the King County Department of Records prior to approval which runs with the land and identifies the legal description and address of the property with a statement that the owner(s) will notify any prospective purchasers of any conditions imposed as part of the ADU approval with the requirements for continued use of the ADU as set forth in this chapter.
  - a. An Affidavit of Owner Occupancy and Notice of Accessory Dwelling Unit Permit must be recorded with the King County recording office and returned to the Black Diamond community Development Department.

## **Code References**

Procedures

Chapter 18.08 BDMC

Accessory Dwelling Units

Chapter 18.56 BDMC

Design Standards and Guidelines

Chapter 18.74 BDMC

## **Resources**

King County iMap

Black Diamond Zoning Map

## **Questions?**

Planning Division

Permit Status

**City of Black Diamond**

24031 Roberts Drive

PO Box 599

Black Diamond, WA 98010

[www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us)



## SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application form
2. ☐ Site Plan drawn on a minimum 18' x 24' paper containing the following information:
  - a. A scale of no less than 1" = 20' and noted on the drawing.
  - b. Show distances of all property lines along with location of all easements and dimensions.
  - c. Location of any sensitive areas and associated buffers.
  - d. Proposed and existing structures, with distances of the structures from each other and from other property lines.
  - e. Provide calculations of building coverage percentage of the property (to include all structures on the property).
  - f. Show location of existing and proposed water and sewer lines on the property and where they connect at the city right-of-way.
  - g. Show driveways and location of required parking areas for both structures.
  - h. Show the locations of the entrances to the buildings and any pathways that lead to the entrances.
3. ☐ Elevation Plan showing the following items:
  - a. Provide an elevation plan showing both the existing and proposed structures from all sides
  - b. Note the pitch of the roof for both structures
  - c. Note the height of both structures
  - d. Show siding, roofing, and window consistency with both structures
  - e. Identify building entrances for both structures
4. ☐ Floor plans of both the main dwelling unit and accessory dwelling unit
5. ☐ Vicinity map
6. ☐ Application fee