

Attached Accessory Dwelling Unit Application

Submittal Items

Please include the following:

- Application
- Two copies of a floor plan showing the area being used as an ADU.
- Any required building/construction plans
- A completed Concomitant Agreement & Affidavit of Residency for signature
- Review Fee: \$90.00

Final approval for a detached ADU will be issued upon demonstration all standards and criteria are met (including building approval) and copies have been provided of the Concomitant Agreement and Affidavit of Residency after they have been filed with the Pierce County Auditors.

A detached ADU requires a Conditional Use Permit. See FMC 22.58.012.



THE CITY OF FIRCREST

Planning and Building
115 Ramsdell St Fircrest WA 98466
253-564-8901
www.cityoffircrest.net

Applicant Name:	
Address:	
Representative (if different):	
Phone:	Email:
Property Owners (if different):	
Phone:	Email:

Project Address:	
Brief Description of Project:	
Parcel Number(s):	Zoning Designation:
Total Square Footage of House:	Area to be used as ADU (sf):
Will there be a separate entrance: Y / N If yes, location:	
Will any changes be made to the exterior: Y / N If yes, explain:	

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will result in the cancellation of this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with FMC 22.05.

Signature: _____ Date: _____

Signature: _____ Date: _____

Chapter 22.58.012

ACCESSORY DWELLING UNITS (ADUs)

The purpose of allowing ADUs is to: provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, rental income, companionship, security, and services; add affordable units to the existing housing stock; make housing units available to people with income levels that might otherwise preclude them from finding homes within the city; develop housing units in single-family neighborhoods that are appropriate for people at the variety of stages in the life cycles; and protect neighborhood safety by ensuring that ADUs are installed under conditions of this section.

An ADU may be approved by the director if it meets the following standards and criteria:

- The design and size of the ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes.
- An ADU may be attached to, or detached from, the principal unit.
- Only one ADU may be created per principal unit.
- The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both, and at no time receive rent for the owner-occupied unit.
- An ADU may be developed in either an existing or a new single-family residence.
- An attached ADU shall not exceed 800 square feet; provided, if the ADU is completely located on a single floor of a multistory building, the director may allow increased size in order to efficiently use all floor area. A detached ADU shall comply with accessory building size limits and related standards listed in FMC [22.58.003](#).
- An attached ADU shall be designed to maintain the architectural design, style, appearance and character of the principal unit as a single-family residence. If an attached ADU extends beyond the current footprint or existing height of the principal unit, or requires modifications to the exterior of the building, the addition or modifications must be consistent with the existing facade, roof pitch, siding, windows, and other exterior design elements and finish materials. A detached ADU shall use the same design vocabulary as the principal unit to the extent feasible.
- Only one entrance is permitted to be located on the front facade of the principal unit. If a separate outside entrance is necessary for an attached ADU, it must be located either on the rear or side of the principal unit. This entrance shall be located in such a manner as to be unobtrusive from the same view of the building that encompasses the main entrance to the principal unit.
- No additional off-street parking is required for an ADU unless the director determines that insufficient on-street parking will exist to satisfy parking demand in the neighborhood once the ADU has been occupied. Any additional off-street parking provided in conjunction with the ADU shall, to the extent possible, be located to the side or rear of the principal unit to minimize visual impacts on the streetscape. Off-street parking shall be designed to reduce impacts on adjoining properties through the installation of vegetative screening and/or fencing. The parking surface shall be

constructed of a permeable surface such as interlocking paving blocks (cement or plastic) or other porous pavement which minimizes impervious surface and provides a superior appearance when compared with asphalt or concrete paving. For additional off-street parking standards, see Chapter [22.60](#) FMC.

- In order to encourage the development of housing units for people with disabilities, the director may allow reasonable deviation from the requirements of this section when necessary to install features that facilitate accessibility. These facilities shall conform to Washington State regulations for barrier-free facilities.
- An ADU shall be connected to the utilities of the principal unit and may not have separate water, sewer and electrical services.
- The total number of occupants in both the principal unit and ADU combined may not exceed the maximum number established by the definition of “family” in FMC [22.98.267](#).
- A registration form or other forms required by the director shall be filed as a deed restriction with the Pierce County auditor to indicate the presence of the ADU, the requirement of owner-occupancy, and other standards for maintaining the unit as described above.

This is a summary of the process. For complete development regulation, please see FMC 22.58.012.