



ACCESSORY DWELLING UNIT (ADU) SUBMITTAL CHECKLIST

This checklist is intended to help applicants understand the requirements in [Lake Stevens Municipal Code \(LSMC\) 14.44.045](#) for accessory dwelling units (ADUs). Please review each item below and describe how your proposal satisfies city regulations. Each item must be shown on the required site plan. LSMC 14.44.045 allows two ADUs (these can be attached and/or detached) on residential lots with a single-family, duplex, triplex, or townhome, subject to relevant development standards. **A separate building permit application and submittal checklist is required for each ADU. If submitting concurrently for two ADUs, please account for both ADUs in the responses to questions 3(a) and 4(a).**

Site Address: _____ Assessor Parcel No: _____ Building Permit No: _____

Attached ____ Detached ____

2. ADUs may have a gross floor area between 250 square feet and 1,000 square feet unless a different configuration is allowed by LSMC 14.44.045(b)(2)(i).
Proposed SF _____
3. ADUs are subject to the development standards of the underlying zoning district as identified in [LSMC Table 14.48-I](#), with exceptions identified in LSMC 14.44.045(b)(5). Zoning information is available on the [GIS Portal](#).
 - a. What is the total impervious surface area for the lot, including the ADU(s)? _____%
 - b. What is the maximum height of the ADU? _____
 - c. What are the ADU setbacks? Front _____ Rear _____ Side _____ Other structure _____
4. Per [LSMC Table 14.72-I \(Parking Requirements\)](#), one off-street parking space (asphalt, concrete or similar paved surface) is required for each ADU in addition to the parking space(s) required for the principal unit.
 - a. How many 9-foot by 19-foot parking spaces are provided for the principal unit and ADU(s)?
Please identify parking locations on the site plan. Tandem and garage parking is permitted.
Total parking spaces _____ Location(s) _____
5. Per LSMC 14.44.045(b)(6), an ADU shall be on a foundation regulated by the International Residential Code.
 - a. Is the ADU on a permanent foundation? Yes / No
6. Per [LSMC 14.44.045\(d\)\(2\)](#), the presence of critical areas (wetlands, streams, steep slopes) may impact potential development of ADUs. Critical areas are regulated by [Chapter 14.88 LSMC](#).
 - a. Does the site contain any critical areas? Yes / No / Unknown
7. Per [LSMC 14.44.045\(b\)\(7\)](#), applicants shall obtain all necessary approvals from agencies with jurisdiction over utility infrastructure.
 - a. Please submit a 'Sewer Availability Letter' from the Lake Stevens Sewer District to verify the ADU will be compliant with Sewer District requirements and if a sewer permit is required. For more information, contact the sewer district at (425) 334-8588.
 - b. Please contact Snohomish County PUD Water at (425) 397-3000 and PUD Electric at (425) 783-1000 to determine if upgrades or changes to the existing service will be needed as part of the ADU proposal.