



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
LAND USE REVIEW

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development



This handout is intended as an informational guide. For more information, refer to Clark County Code Section 40.260.020 Accessory Dwelling Units.

For other formats, contact the Clark County ADA Office
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Accessory Dwelling Unit - Urban

What is an urban accessory dwelling?

An accessory dwelling unit (ADU) is an additional smaller, subordinate dwelling unit on a lot with an existing or new house including a manufactured home). An ADU can be an attached or detached dwelling unit that provides a greater range of housing types in single-family or multifamily residential districts while protecting the character of the neighborhood. An attached ADU means sharing a common wall or walls and a detached ADU means physically separated. An accessory dwelling unit that meets the requirements outlined in CCC 40.260.020 may be allowed in the R1-20, R1-10, R1-7.5, R1-6, and R1-5 zones or on any multi-family zoned lot developed with an existing single family dwelling, except as noted in the code.

What conditions will allow for the establishment of an ADU?

An accessory dwelling unit may be created through the following:

1. Internal conversion within an existing dwelling(see figure 1);
2. Additions to an existing house or garage;
3. Conversion of an existing garage;
4. Inclusion as part of construction of a new single family detached dwelling;
5. A separate detached dwelling unit that must be located at least 10 ft behind any structural element of the primary unit;
6. A manufactured or modular home can be considered as an ADU as long as it meets the requirements of CCC 40.260.020. Mobile homes built before June 15, 1976 are not allowed.

Does an accessory dwelling need a building permit?

Yes. An ADU shall comply with applicable building, fire, and health and safety codes. An ADU cannot be occupied until a Certificate of Occupancy is issued by the Building Safety program.

Do I have to connect to water and sewer?

Yes. An accessory dwelling unit shall connect to public water and sewer unless a water/sewer waiver is obtained under CCC 40.370.010.

What is the maximum area allowed for an accessory dwelling?

The total gross floor area (living space not including the garage square feet) of an accessory dwelling shall not exceed 800 square feet or 40 percent of the area of the primary dwelling's living area, whichever is less. This excludes

uninhabitable floor area of the primary dwelling, the garage, or other outbuildings. However, under some circumstances, larger units are allowed as follows:

On lots zoned R1-10 that are at least 10,000 square feet, the maximum square footage of an ADU is 1,000 square feet, or 40 percent of the area of the primary dwelling's living area, whichever is less.

On lots zoned R1-20 that are at least 20,000 square feet, the maximum square footage of an ADU is 1,500 square feet, or 40 percent of the area of the primary dwelling's living area, whichever is less.

The total floor area of a basement ADU may be used; however the ADU shall not exceed the size of the primary dwelling unit.

Are there any restrictions on building heights?

The building height is limited to 25 feet for a detached accessory dwelling unit. Additions to existing dwellings must meet the height restrictions of the zone.

Can I have an accessory dwelling unit if I am operating a home business?

You may have an accessory dwelling if you are operating a Type I, but not a Type II, home business (see Home Business handouts).

What about parking?

You may be required to provide on-site parking for an accessory dwelling if there is no on-street parking.

What about impact fees?

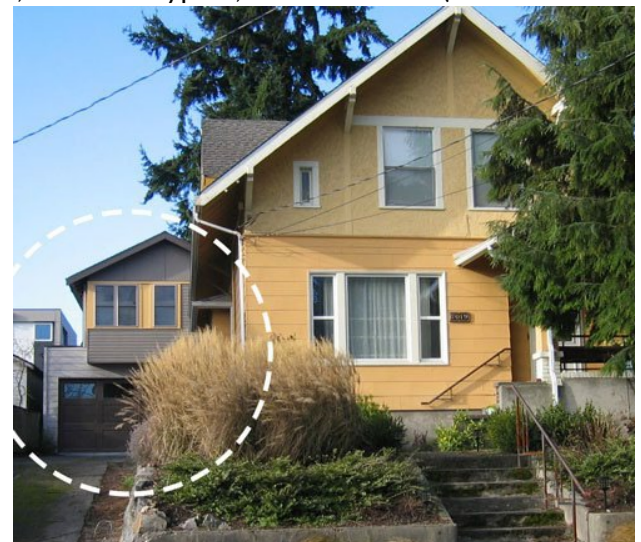
You are required to pay impact fees. Clark County is providing an incentive by waiving seventy-five (75) percent of transportation, school and park impact fees at the multifamily rate.

Are there design guidelines that are applicable to an ADU?

Yes. The exterior appearance of an addition or detached ADU shall be architecturally compatible with the primary residence, including architectural style/design, window style/placement, building materials and colors, roof form/pitch, and landscaping. Plain concrete, concrete block, corrugated metal, or plywood are prohibited if they are not the predominant exterior finish material on the primary dwelling. In addition, for buildings over 15 feet in height, the pitch of the ADU roof must be the same as the predominant pitch of the primary dwelling structure.



Figure 1 - Single structure housing primary dwelling and ADU



What if the accessory dwelling is occupying the same lot with a property that is designated a historic site?

The accessory dwelling must follow specific design guidelines to conform with the existing primary dwelling, including exterior materials, trim on edges of elements, windows, pediments and dormers.

If it is listed in the Clark County Heritage Register, the property owner must apply for a Certificate of Appropriateness to be reviewed and approved by the Clark County Historic Preservation Commission. Visit this historic preservation program webpage for more information.

Can I establish an ADU if there are two single-family units on the lot?

You may not establish an accessory dwelling unit on a lot of record with two or more single-family residences, as outlined in CCC 40.260.020(B)(2).

What is the application process?

An application form and the Accessory Dwelling Unit Application and Decision form (see attached) must be completed and submitted electronically via LMS at www.clark.wa.gov/community-development/clark-county-land-management-system. Whomever creates the LMS account will be the person listed as the contact on the application and will be the only person that will be able to upload application items and pay the required fees.

Once the LMS account is created, you will need to create a Land Use Preliminary Site Plan case and upload all application items **DO NOT PAY ANY FEES AT THIS TIME**.

Once the items are uploaded, email the case number (PSR-202x-xxxxx) to planningapps@clark.wa.gov. Staff will check the application items for Counter Complete and respond with a fee sheet. Once the fees are paid, email the planning tech and the case will be routed for review.

This handout includes responses to questions related to the requirements for establishing an ADU, including the requirement for a building permit, and a checklist that the applicant must complete and sign.

The application packet will be reviewed by Clark County staff to determine if the applicant has satisfied all the applicable conditions.

Attached ADUs are reviewed as part of the building permit process. Detached ADUs are reviewed through a separate application process. See "Submittal Requirements" section below for the information required for both types of applications.

What if I didn't provide all the required information?

Applications with incomplete information will be returned to the applicant at the counter. If the applicant fails to provide all required information, staff cannot act on the agreement and decision form until the applicant provides the information identified in the packet.

What kind of public notice is provided?

None.

What is a Staff Report and when will the decision be made?

A Type I site plan review is required for all detached ADUs. Staff will send a written report to the applicant within 21 calendar days of the Fully Complete determination.

Can the decision be appealed?

Staff's decision may be appealed to the county Hearing Examiner by the applicant or any interested party. An appellant must submit an appeal application and fee within 14 calendar days after the written notice of the decision is mailed.

Fee schedule

The following fees are required to be paid for Detached ADU applications only.

Planning (Type I Site Plan Review)	\$1,621
Issuance	\$94

Accessory Dwelling Application and Decision

Applicant

Name: _____
Address: _____
Phone: _____
Email: _____

Property owner

Name: _____
Address: _____
Phone: _____
Email: _____

Project location

Address: _____
Parcel number: _____
Legal description: _____

Required Submittal Items for Attached ADUs

1. ___ Plot plan, drawn to scale, and including information such as:
 - Outline and dimensions of the property boundaries
 - Location and name of all abutting streets and location of existing access to the site
 - Location of all existing/proposed building structures, including dimensions
 - Distance from proposed structure to all lot lines existing structures, easements
 - Distance from proposed structure to any steep slopes, habitat or wetland areas
 - Location of any wells, water lines, sewer lines, septic tanks primary and secondary drainfield areas and underground power lines
 - Location of parking spaces for the primary residence (two required in most cases) and the ADU
2. ___ Accessory Dwelling Unit checklist, see next page
3. ___ Color photographs of all sides of the primary dwelling unit unless internal or basement conversion
4. ___ Scaled building plan elevation for the accessory dwelling unit. Drawing shall include:
 - Dimensions
 - Siding material and color
 - Roofing material and color
 - Window types
 - Description of how the architectural features will be similar in character to the primary structure
5. ___ Letter of authorization from property owner, if applicant is other than property owner
6. ___ For a detached ADU, an ADU created by an addition, or an ADU proposed on a lot with a historic structure, a project narrative is required to describe how the project meets the design standards listed in CCC 40.260.020(D).

Accessory Dwelling Unit Checklist

This ADU is being built as: (check one)

- Internal conversion
- Addition to an existing single-family house
- Conversion of garage
- Detached unit
- Included in new construction of a single-family house

ADU allowed square footage

Primary living sq. ft. ____ x .40 = ____ sq. ft. allowed for ADU with a maximum of 800 sq. ft. For lots in the R1-10 and R1-20 zones or basement ADU conversions, refer to CCC 40.260.020 for maximum allowed ADU square footage.

Proposed ADU square footage (living space) ____

Lot coverage (in sq. ft.)

Primary + outbuildings = ____

Footprint of ADU = ____

Total square footage of lot = ____

Existing residence setbacks

Front ____

Side ____

Rear ____

Street side ____

Garage ____

ADU setbacks

Front ____

Side ____

Rear ____

Street side ____

Garage ____

Building Height

Primary unit ____

ADU ____

Is a home business on site? Y / N

If yes, give the case number or describe fully in a separate narrative.

Entrances/Egress

Where is the ADU entrance? _____

For attached ADUs, new entrances for the ADU shall be located on the side or rear of the primary residence, unless no feasible alternative exists

Is there a front door on the proposed RADU? If yes, did it exist prior to application? Y / N

For example, as part of an existing attached garage being converted to an RADU.

Is this a basement conversion? Y / N