



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone & Fax:
Ph: (253) 929-1100
Fax: (253) 887-9910

Website:
https://www.pacificwa.gov

ACCESSORY DWELLING UNIT
APPLICATION

Application Fee: \$500

Project Name:
Submittal Date: Response Date:
Name of Proponent: Phone Number:
Email Address: Cell Number:
Address of Proponent: City/State/Zip:
Designated Contact Person: Phone Number:
Email Address: Cell Number:
Address of Contact: City/State/Zip:
Relationship of Applicant to Property: [] Owner [] Contract Purchaser [] Lessee [] Other:

If signatory is not listed as the owner in the title report, or if the signatory is signing on behalf of an entity, documentation authorizing the signatory to sign on behalf of the individual or entity shall be provided.

Project Address or Project Location:
Parcel Number(s): Size (Acreage):
Present Use: Present Zoning:
Project Description:

[] Grading

Cut: CY Fill: CY TOTAL: CY

[] Site Development (Provide NEW info only below)

Impervious Surface: SF Building Size: SF Parking Stalls: Total

I certify that the information contained in and with this application is true, correct and complete under the penalty of perjury by the laws of the state of Washington. All legal property owners who own land subject to this permit shall sign below.

Legal Property Owner Signature (Or Authorized Representative) Printed Name Date

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ACCESSORY DWELLING UNIT APPLICATION

CHECKLIST

For Office Use Only

Date Submitted: _____

FEE: \$500.00

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in its review of your application. Please do not turn in your application until all items which apply to your proposal have been checked off.

Incomplete submittals will not be accepted or acted upon. This checklist must be submitted for your application to be reviewed.

If you have any questions, contact the Department of Community Development.

Return this checklist with your application

PART I – SUBMITTAL		Applicant	Staff
1	The application form is completed and the original		
2	A legal description of the subject property is provided.		
3	Title Report or other proof of ownership.		
4	All oversized plans folded to 8 1/2" x 14".		
5	One paper reduction of each oversized plan to 8 1/2" x 11".		



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CHECKLIST *cont'd*

PART II – SUBMITTAL		Applicant	Staff
6	<p>A dimension site plan drawn to scale showing the following</p> <ul style="list-style-type: none">a) Plans at a scale of 1" = 10', 1" = 20' or 1" = 30'b) Dimension and shape of lot with adjacent street namesc) Adjacent street improvements, ingress and egress,d) Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural featurese) The location of required parking spaces (2);f) Existing and finished grades at 5' contours (If Requested)g) Storm drainage, sidewalks, exterior lightingh) Elevation Plans of the existing primary dwelling unit and of the proposed new dwelling unit.		
7	<p>County assessor's map showing a 300-foot radius around the edges of the subject property (1 copy)</p>		
8	<p>Photocopy, or printout, of <u>property owner's</u> names and addresses. Please make an 8 1/2" x 11" copy of the address-labels before placing on the envelopes (1 copy).</p>		
9	<p><i>Electronic copies of all submitted materials. Electronic files shall be scalable.</i></p>		
10	<p>A set of stamped, legal size envelopes addressed to each property owner within 300' of the subject property with the return address and parcel number for the City of Pacific DCD. A return address stamp is available for your use upon request.</p> <p>(NO METERED MAIL)</p>		