



BENTON COUNTY PLANNING DEPARTMENT

Information packet for ACCESSORY DWELLING UNIT attached to a Single Family Dwelling

“An accessory dwelling unit shall be allowed on any real property located within unincorporated Benton County that is zoned for single family residences, except for those properties with an Industrial or Commercial zoning designation, thereby meeting the requirements of the Washington State Housing Policy Act of 1993 to incorporate provisions for accessory apartments in the County's zoning ordinance (Title 11 BCC).”

This packet is designed to assist you in preparing your application for an attached Accessory Dwelling Unit (ADU) Permit. This application is not for detached accessory dwelling units. Please contact the Planning Department if you are unsure which application you need. Applications may be submitted to the Benton County Planning Department by mail, in person at our office in Prosser or the Benton County Building Department at 5600 W. Canal Drive in Kennewick. Both offices are open from 8am—12pm and 1pm--5pm, Monday through Friday (except holidays).

**THE FOLLOWING IS REQUIRED FROM THE APPLICANT AT THE TIME OF SUBMITTAL.
If any of this information is not provided, we may not be able to process your application.**

- A completed application.
- Payment of the non-refundable fee.
- A scaled drawing (*see attached samples*) showing the following:
 - the outer boundary and dimensions of the property,
 - all structures located on the property,
 - the location and dimensions of the proposed Accessory Dwelling Unit,
 - the location of any wells, septic drainfields, easements, etc.
- A copy of any covenants, conditions, limitations or restrictions placed on the property.
- A copy of approval for the ADU from the Benton Franklin Health District and/or Washington State Labor and Industries.
- A letter or other documentation from a physician that the occupant of the Accessory Dwelling Unit will be receiving or providing the owner with continuous care and assistance necessitated by advanced age, illness, or other infirmity (if applicable).

It is the applicant's responsibility to contact any interested agencies and comply with their requirements. Failure to do so may result in delay or denial of your application.

IF A PERMIT IS ISSUED, the applicant must record the permit and covenant with the Benton County Auditor, paying all applicable fees, and provide the Planning Department with proof of recording. A building permit will not be issued until this is done.

APPEAL

The decision of the Planning Department to approve or disapprove an accessory dwelling unit permit may be appealed (in writing and accompanied by the non-refundable appeal fee) and filed with the Hearings Examiner within fourteen (14) days of the date of the decision per BCC 11.53.080.

Any information submitted to the Benton County Planning Department is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

**BENTON COUNTY PLANNING DEPARTMENT
APPLICATION FOR
ACCESSORY DWELLING PERMIT (ADU)**



Planning Department File # _____

1. Applicant's Name: _____
Applicant's Mailing Address: _____
Telephone number(s): _____
Email address: _____

2. Property Owners' Name(s): _____

Owners' Home Address: _____
Owners' Mailing Address: _____
Telephone number(s): _____
Email address: _____

3. Contact person for this application: _____

4. Parcel Number or legal description of property where ADU will be located:

5. Name of occupant of proposed ADU and their relationship to the property owner:

6. List of all structures and improvements on the parcel: _____

7. What is the square footage of the current home on the property? _____

8. What is the square footage of the proposed ADU? _____

Using the attached SITE PLAN A as an example, please create a site plan to show the following:

- the outer boundary and dimensions of the property
- all structures located on the property
- the location and dimensions of the proposed Accessory Dwelling Unit
- the location of any wells, septic drainfields, easements, etc.
- the location of parking spaces for the main home and the ADU

Using the attached SITE PLAN B as an example, please create a site plan to show the following:

- the dimensions of the new construction
- all doorways for the home and the new construction
- all parking spaces for the home and the new construction

SIGNATURE BLOCK FOR INDIVIDUALS ONLY (If the applicant or legal owner is a corporation, partnership, LLC, etc. please use the second signature block.)

All persons with an ownership interest in the property (except those interests exclusively limited to the parcel's mineral rights) must sign the application.

I certify that the information given above is true and complete.

_____	_____	_____
Applicant Signature	Print Name	Date

_____	_____	_____
Applicant Signature	Print Name	Date

_____	_____	_____
Legal Owner Signature	Print Name	Date

_____	_____	_____
Legal Owner Signature	Print Name	Date

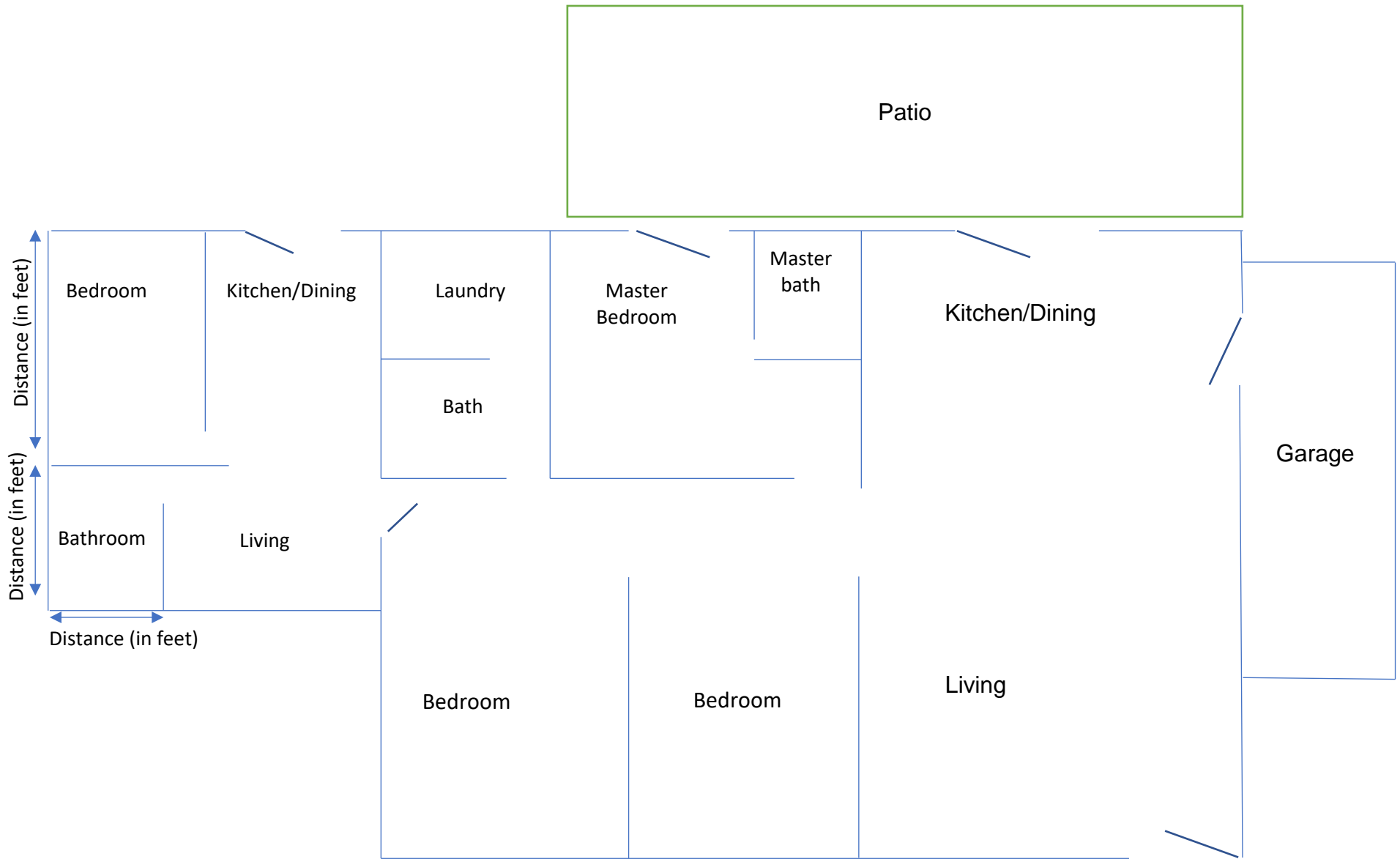
If the applicant or legal owner is a Corporation, Partnership, LLC, etc. please use the following signature block. Copy this page if more than one signature is required.

Signature of Representative

Printed Name and Job Title of Representative

The above signed officer/representative of _____ (name of entity) warrants and represents that all necessary legal and corporate actions have been duly undertaken to permit _____ (name) to submit this application and that the above signed officer/representative has been duly authorized and instructed to execute this application.

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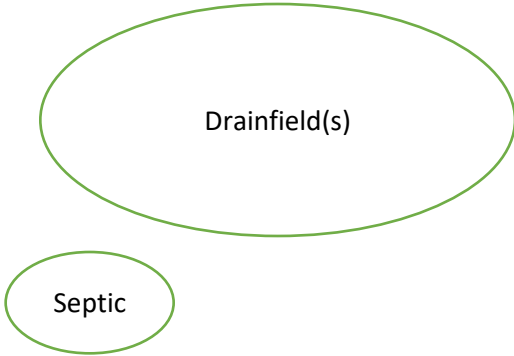
SITE PLAN B -- EXAMPLE OF INTERNAL SITE PLAN

Make sure to include:

- All new construction and a basic layout of the existing dwelling
- All entries and exits for the new construction
- Dimensions of the new construction and each room individually

ROAD

Distance (in Feet)



Distance (in Feet)



Distance (in Feet)



Distance (in Feet)

40 foot Private Access Easement and Utility Easement

SITE PLAN A -- EXAMPLE OF EXTERIOR SITE PLAN

- Remember to include:
- Outer boundaries and dimensions of the property
 - All existing and new improvements (including accessory uses, septic, wells, drainfields, etc)
 - Location of roads, easements, etc.
 - Distance (in feet) from the new construction to the edges of the parcel
 - Where parking will be for the main home and the new construction