



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone:
(253) 929-1110

Website:
<https://www.pacificwa.gov>

ACCESSORY DWELLING UNIT APPLICATION

Application Fee: *Contact Planner*

Project Name: _____
 Submittal Date: _____
 Name of Applicant: _____ Phone Number: _____
 Email Address: _____ Cell Number: _____
 Address of Applicant: _____ 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 *only* proposed new quantities)

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

For Office Use Only

Date Submitted: _____

Receipt #: _____

Electronic submittal documents are required.

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 be rejected. This checklist must be included in your application submittal.

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.		
2	A legal description of the subject property is provided.		
3	Title Report or other proof of ownership (owner authorization letter).		
4	All oversized plans folded to 8 1/2" x 14" or as electronic PDF submittals. Contact Permit Center for instructions on sending oversize electronic files (>20 MB).		



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PART I SUBMITTAL (Cont'd)		Applicant	Staff
5	<p>A dimensioned electronic 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 names.c) Proposed street improvements, ingress and egress.d) Existing water bodies, wetlands, critical areas, utility lines, structures, rockeries, or other relevant manmade or natural features.e) The location of required parking spaces;f) Existing and finished grades;g) Storm drainage, sidewalks, exterior lightingh) Elevation Plans of the existing primary dwelling unit and of the proposed new dwelling unit.i) Proposed landscaping improvements.		
6	<p>County assessor's map showing a 300-foot radius around the edges of the subject property (1 copy) for public notification.</p>		
7	<p>Copy of <u>property owners'</u> names and addresses.</p> <p>Please make an 8 1/2" x 11" copy of the address labels before placing on the envelopes (1 copy).</p>		
8	<p>A set of stamped, legal size envelopes addressed to each property owner within 300' of the subject property with the return address listed as the City of Pacific Department of Community Development. A return address stamp is available for your use upon request. (NO METERED MAIL)</p>		