

**PROCEDURES FOR DETACHED ACCESSORY DWELLING UNITS (ADUs)
PERMITS PURSUANT TO ORDINANCES NO. 7 – 2006 AND 12 – 2007 FOR
CALENDAR YEAR 2008**

The following procedures will apply to the issuance of permits for Detached Accessory Dwelling Units (ADUs) constructed outside of urban growth areas and activity centers for calendar year 2008.

1. **ADU PERMITS ARE LIMITED:** Please note that the County is limited to issuing a total of 15 ADU permits in calendar year 2008. Twelve (12) permits are available for construction of new ADUs. Three (3) permits are reserved for conversion of existing structures that have legally existed for no less than five years to ADUs.

2. **ADU PERMIT DISTRIBUTION:** ADU permits will be assigned on a “first come –first served” basis, first by telephone only, and thereafter in person, by fax or by mail according to the procedures set forth below.

3. **REQUIRED INFORMATION:** The information required is set forth in the Initial Application form. Initial Applications DO NOT require a complete building permit application. Initial Application forms are available at the county web site <http://www.co.san-juan.wa.us>, or at the department office, 135 Rhone Street, Friday Harbor, WA.

4. **TELEPHONIC APPLICATION:** On Thursday, March 6, 2008, the Community Development & Planning Department will begin accepting Initial Applications by phone on a “first come – first served” basis. Department representatives will begin accepting Initial Applications by phone beginning at 10AM PT, and ending at 12 Noon PT. **TO FILE A TELEPHONIC APPLICATION CALL (360) 370-7607. This is the only phone number by which initial application can be made on Thursday, March 6, 2008.** No in-person, fax or mail-in applications will be accepted on that day. Only one (1) Initial Application will be accepted per call. Applicants must provide a single tax parcel number for the property on which the ADU will be located, as well as other information listed on the Initial Application form. No telephonic Initial Applications will be accepted after 12 Noon PT on Thursday, March 6, 2008.

5. **IN-PERSON, FAX, AND MAIL-IN APPLICATIONS:** An Initial Application can be filed in person, by fax or by mail beginning Friday, March 7, 2008, and thereafter, at the Community Development & Planning Department, 135 Rhone Street, PO Box 947, Friday Harbor, Washington. The fax number is (360) 378-3922. Initial Applications will be accepted during normal business hours, 8:30AM to 4:30PM and will be recorded in the order handled and processed by Community Development & Planning representatives.

6. **ADU PERMIT PRIORITY:** Each Initial Application will be assigned to one of two categories, “New” or “Conversion.” After designation in the proper category, each Initial Application shall be assigned a sequential number according to the order in which the Initial Application is received by the Department, and recorded on the 2008 applicant list maintained by the Department.

The first twelve (12) “New” and three (3) “Conversion” Initial Applications assigned numbers by the Department shall entitle the applicant the opportunity to submit a complete building application to the Department not later than 4:30 PM PT, Wednesday, September 3, 2008. This gives each applicant a period of 180 days to submit. Building applications for ADUs must meet

the requirements and criteria of Ordinances 7 - 2006 and 12 - 2007, and all other applicable requirements of the San Juan County Code.

If the applicant fails to submit a completed building application by 4:30PM PT, Wednesday, September 3, 2008, that applicant's Initial Application shall be deemed null and void. The next applicant on the applicant list maintained by the Department shall be notified by the Department in writing that they are allowed the opportunity to submit a completed building application. The notification letter will include the next applicant's deadline for submittal of a completed building application which will be 180 days from the date their notification letter is mailed.

7. INITIAL PERMIT ALLOCATION TERMINATION: In the event any of the first 15 applications are determined for any reason not to be able to meet all of the criteria of the Ordinance and the applicant is so informed and makes no objection, the next applicant in order shall be given the opportunity to submit a complete application. The deadline for submission of such application shall be 180 days from the date written notice is mailed to the applicant.

8. PERMIT PROCESSING: After the Department has processed the completed building application and notified the applicant in writing that the permit is ready to issue, the applicant shall have sixty (60) calendar days from the date the notice was mailed to pay the required fees and obtain the building permit. If the applicant fails to pay the fees and obtain the permit within the sixty (60) day period the application shall be deemed null and void and shall not be reassigned.

9. TRANSFERABILITY: Initial Applications and building applications are not transferable from one parcel to another.

10. PERMIT CARRYOVER: The 2008 applicant list and any unassigned permits will not carry over to calendar year 2009.

11. SUBSEQUENT PERMIT FOR PRINCIPAL RESIDENCE: Where a permit for a new or conversion detached ADU has been obtained and a principal residence does not exist on the property, the property owner shall have a period of five (5) years to submit a complete building application for the principal residence from the date a complete application for the ADU was submitted. If a complete building application for the principal residence is not submitted within the specified time period the property shall be deemed forfeit any and all right to construct a principal residence accorded by securing and ADU permit under this ordinance.

12. CHANGES IN PROCEDURE: The Director reserves the right to make changes in these ADU permit procedures at any time to address unforeseen or changed circumstances.

13. PARCEL ELIGIBILITY UPDATE: Pursuant to the Western Washington Growth Management Hearings Board Order of February 12, 2007, Detached ADU permit applications **CANNOT** be processed for any parcel designated Rural Residential or Rural Farm Forest less than 5 acres in size. (Added 02.15.07)

Ron Henrickson, Director
San Juan County Community Development & Planning
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