



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250

(360) 378-2354 | (360) 378-2116

dcd@sanjuanco.com | www.sanjuanco.com

2019 DETACHED ACCESSORY DWELLING UNIT (ADU) PERMITS PROCEDURES

Availability:	Nine (9) permits for new construction and two(2) permits for conversion of existing accessory structures into an ADU
Eligibility Application Deadline:	February 11, 2019
Lottery Date (if needed):	March 5, 2019
Complete Building Permit Application Deadline:	July 15, 2019

The following procedures apply to the issuance of permits for **detached ADUs** proposed outside of urban growth areas and activity centers pursuant to Ordinance 51-2008 and Resolution 59-2009.

- 1. ADU ELIGIBILITY IS LIMITED:** The number of detached ADU eligibility slots in each year will not exceed 12 percent of the total number of building permits issued in the previous year for new principal residences outside of activity centers and urban growth areas. Ten of the twelve percent is allocated to new ADUs and two of the twelve percent is allocated for the conversion of existing accessory structures into ADUs. The existing accessory structure must have legally existed for no less than five years.
- 2. ADU ELIGIBILITY DISTRIBUTION:** ADU eligibility slots will be issued by lottery procedures, unless the number of applications received by the deadline does not exceed the number allowed for the year. In this case, there will be no lottery and eligibility will be issued to qualified applicants. **Applicants will be notified of their eligibility and must submit their building permit application in accordance with the requirements outlined in items 5 and 6 below.**
- 3. ELIGIBILITY APPLICATION:** The ADU lottery eligibility application is available on the County's web site <http://www.sanjuanco.com/dcd> and at the Department of Community Development (DCD) office, 135 Rhone Street, Friday Harbor, WA. Notice of the availability of ADU lottery eligibility deadlines and procedures are available on the web site and published as a display ad in the San Juan Journal and the Islands' Sounder.
- 4. LOTTERY PROCEDURES:** All applications must be submitted on the DCD ADU lottery eligibility application form. These forms must be submitted in person at the DCD office during normal business hours from 8:00 am to 4:30 pm, except holidays, at 135 Rhone Street, Friday Harbor, Washington, or by mail at PO Box 947, and must be submitted with a fee of \$245. Electronic applications will not be accepted. Questions regarding procedure and requirements can be addressed to Adam Zack at (360) 378-2354 or adamz@sanjuanco.com.
 - ADU eligibility applications received prior to the deadline will be included in the lottery drawing if a lottery is required.
 - Any ADU lottery eligibility application received after the deadline is ineligible for the lottery, but will be added in the order received to the appropriate waitlist.
 - Upon receipt of an ADU lottery eligibility application form, DCD will review it for accuracy and make an eligibility determination. Any application that does not meet all current ADU requirements with respect to parcel size and land use designation shall be ineligible and the applicant will be notified.
 - Each eligible application will be assigned to one of two categories, "New" or "Conversion." Next, each application will be assigned a number according to the order in which it was received.

- **ONLY ONE (1) APPLICATION PER TAX PARCEL WILL BE ASSIGNED A LOTTERY NUMBER.**
- If the number of eligible ADU lottery applications received by the deadline exceeds the maximum allowed, a lottery will be held by entering all issued sequential numbers into a third-party random list generating service provided by Random.org or equivalent. A random list will then be generated and this list will be used to establish the order for the ADU eligibility slots. This drawing shall be open to the public and the date, place, and time shall be posted on the San Juan County website, at www.sanjuanco.com/dcd, for at least ten (10) consecutive days prior to the drawing.
- Nine (9) “New” ADU eligibility slots shall be issued to the first applications shown on the random list. The remaining applications shall be placed on a “New” ADU Permit waitlist in the order of the random list.
- Two (2) “Conversion” ADU eligibility slots shall be issued to the applications shown on the random list. The remaining applications will be placed on a “Conversion” ADU Permit waitlist in the order of the random list.

5. BUILDING PERMIT FILING REQUIREMENTS: If your ADU eligibility application is approved and you are notified that you may apply for an ADU building permit, the complete building application must be submitted to DCD by **4:30 PM PT, July 15, 2018**. Building permit applications for ADUs must meet the requirements and criteria of San Juan County Code 18.40.240 and Ordinance 51 – 2008 and all other applicable requirements of the San Juan County Code.

- **If an ADU permit holder fails to submit a complete and timely building application, that applicant’s ADU eligibility shall be deemed null and void.** The next applicant on the appropriate waitlist will be notified by DCD in writing that they are eligible to submit a complete building application either within 150 days of the eligibility notice or by the last business day of the year.
- A building permit submittal checklist is included with this packet.

6. PERMIT PROCESSING: After DCD has approved a complete building application and notified the applicant in writing that the building 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 sixty (60) days, the building permit application shall be deemed null and void. The next applicant on the appropriate waitlist will be notified by DCD in writing that they are eligible 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 150 days from the date the notification letter is mailed, or the last business day of the year, whichever is earliest.

7. ADU ELIGIBILITY TRANSFERABILITY: ADU eligibility is not transferable from one parcel to another.

8. ADU ELIGIBILITY CARRYOVER: ADU eligibility issued will not carry over to the next calendar year.

9. CHANGES IN PROCEDURE: The Director reserves the right to make changes in ADU permit procedures at any time to address unforeseen or changed circumstances, and shall provide a copy of any change(s) to the San Juan County Council. Any change in procedures will be posted on the San Juan County website.

If you received a letter indicating that you were approved for an ADU eligibility slot for 2019, please use this checklist of the documents needed to submit a complete building permit application by July 15, 2019:

1. **Completed Permit Application** (Buff) including Scope of Work Statement. An estimated **project valuation** must be entered at the top right of the application. Enter quantities for SF and Mechanical & Plumbing equipment (if structure contains either or both).
 - a. Read the Utility Certification on page 2 of the permit application.
 - b. Mark the "SHORELINE" section indicating whether your development is within the shoreline jurisdiction (200' of the Ordinary High Water Mark (OHWM)). **IF YES**, complete the "Shoreline Exemption" section.
 - c. Mechanical & Plumbing information table filled out (if structure contains either or both).
 - d. Contractor information, including business name, address, phone, license number, OR Owner/Contractor checked and declaration signed in upper portion of 2nd page of the application.
 - e. Be sure the applicant or agent signs at the bottom of the application. If using an agent, an owner signature authorizing the agent is required.
2. **Environmental Health Review** – Detached ADU's are required to utilize the same on-site sewage/sewer system, and water system as the main residence. Verification that there is adequate capacity in the on-site sewage system will be made by reviewing an approved design, and a current inspection. Verification of water will be determined by an approved water availability application.

A copy of your receipt or a date-stamped cover page from your applications received by HCS must be included with your application if you are submitting a water availability and/or septic design for this application.

Mail to: SJC HCS Department
PO Box 607
Friday Harbor, WA 98250

or Hand Deliver to: SJC HCS Department
145 Rhone St
Friday Harbor, WA

- a. **Water Availability** Approved Certificate of Water Availability (attach approved Health Department Water Certificate); OR Water Availability Application, under review by the Health Department (attach a copy of 1st your date-stamped application, or receipt);
 - b. **Septic Verification** Approved Septic Design; **OR** public sewer with letter of availability; **AND** current inspection required for existing septic systems;
3. **Stormwater Management** (Required for all projects unless application is for an interior remodel)
 - a. **Impervious Surfaces Worksheet** must be completed and submitted – example provided.
 - b. Minimum 2 Requirement Certification, signed by applicant, if plan level is "Simple".
 - c. Stormwater Plan & Application if plan level based on worksheet results is "Small"; OR "Large"
 4. (GIS) **Address Request / Review** form (Required with all applications for E911 verification.)
 5. (PW) **Access / Driveway Permit Application** form (Required with all applications with access to a public road, even if a driveway exists.)
 6. **Energy Form** (Not required for modular homes, internal remodel, or non-conditioned projects.)
 7. **Construction Drawings** as follows: (for info on "how to draw a site plan" or information needed on construction drawings, please refer to the website at <http://www.sanjuanco.com/dcd> **(Drawings should be no larger than 24 X 36)**
 - a. **Complete Site Plan (3 copies – one at 11 X 17 or 8 ½ X 11)**, including all existing & proposed structures – SEE instructions <https://www.sanjuanco.com/DocumentCenter/View/13579>
 - b. **Profile Plan** (2 copies)
 - c. **Construction Drawings** (2 complete plan sets), compliant with the 2015 IBC or IRC, site and building specific, to standard architectural scale, with title block, North Arrow on ea pg, page _ of _, and sized no larger than 24" X 36" including the following: Site Section Foundation Plan Floor Plan with all rooms labeled Roof Framing Plan, incl. gravity load and headers Engineering/ Civil Drawings (comm. only) Building Section N,S,E,W Elevations Floor Framing Plan (unless manufactured home) Landscape / Parking Plans (commercial only).
For new manufactured homes or commercial coaches, include 1 copy of the floor plan & 1 copy of the installation manual - provide model year _____. **Pre-June 1976 requires L&I Safety Inspection.**

If you have any questions, please call (360) 378-2116, Monday – Friday, 8:00 am – 4:30 pm.



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
 (360) 378-2354 | (360) 378-2116
 dcd@sanjuanco.com | www.sanjuanco.com

DETACHED ACCESSORY DWELLING UNIT (ADU) ELIGIBILITY APPLICATION

APPLICANT / PROPERTY OWNER	DATE STAMP
Name: _____	
Address: _____	
City/Island: _____	
State/Zip: _____	
Home Phone: _____	
Cell Phone: _____	
Email: _____	

CONTACT / REPRESENTATIVE (if applicable)	PARCEL INFORMATION
Name: _____	Tax Parcel No. _____
Address: _____	Size of Parcel: _____
City/Island: _____	Land Use Designation: _____ **
State/Zip: _____	Shoreline Parcel: <input type="checkbox"/> YES <input type="checkbox"/> NO
Home Phone: _____	Permit Application Purpose (check one)
Cell Phone: _____	<input type="checkbox"/> Construct NEW structure for ADU
Email: _____	<input type="checkbox"/> Convert EXISTING structure to ADU*
	*Note – structure must have existed at least 5 years.

**PARCEL ELIGIBILITY	FOR OFFICIAL USE										
Eligibility is determined by parcel size and land use designation. Check with the Community Development and Planning Department if you are uncertain of your land use designation. Detached ADUs can be permitted in the following land use districts if the minimum parcel size requirements are met.											
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Land Use Designation</th> <th style="text-align: center;">Minimum Parcel Size</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Rural Residential</td> <td style="text-align: center;">5 acres</td> </tr> <tr> <td style="text-align: center;">Rural Farm Forest</td> <td style="text-align: center;">5 acres</td> </tr> <tr> <td style="text-align: center;">Agricultural Resource</td> <td style="text-align: center;">10 acres</td> </tr> <tr> <td style="text-align: center;">Forest Resource</td> <td style="text-align: center;">20 acres</td> </tr> </tbody> </table>	Land Use Designation	Minimum Parcel Size	Rural Residential	5 acres	Rural Farm Forest	5 acres	Agricultural Resource	10 acres	Forest Resource	20 acres	
Land Use Designation	Minimum Parcel Size										
Rural Residential	5 acres										
Rural Farm Forest	5 acres										
Agricultural Resource	10 acres										
Forest Resource	20 acres										

SIGNATURE OF APPLICANT OR REPRESENTATIVE: _____

Intake by: _____ \$245 Fee Received Check #: _____ Receipt #: _____