



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

2017 DETACHED ACCESSORY DWELLING UNIT (ADU) PERMITS PROCEDURES

Availability:	8 permits for new construction and 2 permits for conversion of existing accessory structures into an ADU
Eligibility Application Deadline:	February 13, 2017
Lottery Date:	March 8, 2017
Complete Building Permit Application Deadline:	July 17, 2017

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 PERMITS ARE LIMITED:** The number of ADU permits in each calendar year will not exceed 12 percent of the total number of building permits issued in the previous calendar year for new principal residences outside the boundaries of activity centers and urban growth areas. Ten percent is allocated to new ADUs and 2 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 PERMIT DISTRIBUTION:** ADU permits will be issued by lottery procedures, unless the number of applications received by the ADU eligibility application deadline does not exceed the number allowed for the calendar year. In this case, there will be no lottery. And permits will be issued to qualified applicants. **Applicants will be notified of eligibility and must submit their building permit application in accordance with the requirements outlined in items 5 and 6.**
- 3. ELIGIBILITY APPLICATION:** The ADU lottery eligibility application is available on the county 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 application forms and procedures is available on the county 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. No electronic application will be accepted. Questions regarding the application procedure and requirements can be addressed to DCD staff either by phone at (360) 378-2354 or fax at (360) 378-3922, or by email at dcd@sanjuanco.com.
 - ADU lottery eligibility applications received prior to the deadline will be included in the lottery drawing.
 - Any ADU lottery eligibility application received after the deadline will be ineligible for the lottery, but will be added to the appropriate waitlist in the order received.
 - 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 issuance of available ADU permits. 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.
- Eight “New” ADU permits 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 shown on the random list.
- Two “Conversion” ADU permits shall be issued to the first applications shown on the random list. The remaining applications shall be placed on a “Conversion” ADU Permit waitlist in the order shown on the random list.

5. BUILDING PERMIT FILING REQUIREMENTS: Before all recipients of an ADU permit must submit a complete building application to DCD not later than **4:30 PM PT, July 17, 2017**. 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 permit shall be deemed null and void.** The next applicant on the appropriate waitlist shall then be notified by DCD in writing that they are eligible to submit a complete building application either within 150 days of the application 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 the 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 or the building permit application shall be deemed null and void. The next applicant on the appropriate waitlist shall then 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 PERMIT TRANSFERABILITY: ADU permits are not transferable from one parcel to another.

8. ADU PERMIT CARRYOVER: ADU permits 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 have been approved for an ADU for 2017, please use this checklist and provide all the following documents for a complete permit application submission by July 17, 2017:

1. Completed Permit Application (Buff) including “Scope of Work Statement” & estimated valuation.
2. Site plans and 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/permitcenter/applicationforms.aspx>)
 - a. Site plans (3 copies)
 - b. Profile plans (2 copies)
 - c. Construction drawing (2 copies) including foundation, framing layout, floor plan, and construction details. If engineering is required, please include 2 copies.
3. Mechanical & Plumbing information table filled out (if structure contains either or both).
4. ***If your structure contains plumbing fixtures***, an approved septic design number or report is required.
5. Certificate of Water Availability (See attached policy.)
6. Energy Form (Not required for modular homes or internal remodel projects.)
7. Stormwater Management Plan
 - a. “Impervious Surfaces Worksheet” (Form SW 3) must be completed and submitted – example provided.
 - b. If your project creates less than 2,000 sf of new impervious surface and less than 7,000 sf of land disturbance, sign and submit the “Certification of Compliance” (Form SW 1).
 - c. If you will be creating over 2,000 sf of new impervious surface, or creating over 7,000 sf of land disturbance, you must prepare a Stormwater Management Plan along with a completed Stormwater Plan Review Application form (Form SW 4). Provide the review application along with 2 copies of the plan and a check for \$245.00 made out to SJC CDP.
8. Read the Utility Certification on the back of the permit application.
9. Mark the “SHORELINE” section indicating if your development is within the shoreline jurisdiction (200’ of the Ordinary High Water Mark (OHWM)).
 - a. ***IF YOUR PROJECT IS IN THE SHORELINE JURISDICTION***, complete the “Shoreline Exemption” section.
10. Contractor information, including business name, address, phone, license number.
11. Be sure the applicant or agent signs the back of the application.
12. (PW) Address Request / Review form (PW) Access /Driveway Permit Application



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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: YES NO
Home Phone: _____	Permit Application Purpose (check one)
Cell Phone: _____	Construct NEW structure for ADU
Email: _____	Convert EXISTING structure to ADU*
	*Note – structure must have existed at least 5 years.

**PARCEL ELIGIBILITY	FOR OFFICIAL USE										
<p>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.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Land Use Designation</th> <th>Minimum Parcel Size</th> </tr> </thead> <tbody> <tr> <td>Rural Residential</td> <td>5 acres</td> </tr> <tr> <td>Rural Farm Forest</td> <td>5 acres</td> </tr> <tr> <td>Agricultural Resource</td> <td>10 acres</td> </tr> <tr> <td>Forest Resource</td> <td>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										
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SIGNATURE OF APPLICANT OR REPRESENTATIVE: _____

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