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# ACCESSORY DWELLING UNIT PRE-APPLICATION CHECKLIST

Application # \_\_\_\_\_

The purpose of the pre-application meeting on an Accessory Dwelling Unit (ADU) is to provide information to aid you in the preparation of a complete application that addresses specific City standards and provisions of the City’s Municipal Code. During this meeting, you will be provided with application(s) and copies of pertinent regulations to further guide you in preparation of a land use application for submittal.

Pre-application meetings for ADU’s are held on an appointment basis only. **The information requested herein is to be received no later than three days prior to the meeting date.**  
**Submit 4 copies of all items, including this form.**

**A. Site Address:** \_\_\_\_\_  
**Property Owner/  
 Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**B. Type of ADU:**      \_\_\_\_\_ Attached      \_\_\_\_\_ Detached

**C. A description of the Accessory Dwelling Unit proposal (brief description):**  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. Plot Plan (can be requested from City) To the best of your ability, prepare a site plan of the current site conditions on 8-1/2”x 11” sheet size at a scale of 1” = 30’ (preferred) Using the City provided plot plan, draw the ADU in and label the following. Include:**

- North arrow, with north oriented to the top, or left side, of the sheet
- Site address. If no address give tax account number and ¼ section
- Owner/Contact person - name, address, phone number, email
- All property lines, fully dimensioned
- Easements (when known)
- Location of existing utility lines on site (water, sewer, and power)

- All structures (label the use, gross square footage and setbacks from property lines for all.)
- Infrastructure on site and within 100 feet of site (water, storm, sewer, power, edge of pavement, sidewalks, fire hydrants, driveways)
- Rockeries and retaining walls, show and label type and height.
- Existing parking spaces dimension of each parking area
- Accessory Dwelling Unit location, size, setbacks, and dimensions.
- Photographs are useful (optional)

If you have any questions or to confirm the meeting date, please contact the Planning Division at 425-744-6279.

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ PreApplication File No. \_\_\_\_\_