



King County

Department of Permitting and Environmental Review

35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266
206-296-6600 TTY Relay: 711
www.kingcounty.gov

Accessory Dwelling Unit Notice on Title Requirements and Affidavit

For alternate formats, call 206-296-6600.

**Department of Permitting
(DPER) Building Permit #** _____

Date _____

King County requires an Accessory Dwelling Unit Notice on Title be recorded with the Records, Elections and Licensing Services Division before any permit can be issued for an Accessory Dwelling Unit (ADU) per King County Code (KCC) 21A.08.030 (7). Instructions are as follows:

- Complete and notarize the attached *Accessory Dwelling Unit Affidavit*. If the legal description does not fit in the space provided, include it on a separate piece of paper. Be sure to record the legal description with the affidavit.
- Complete the attached required cover sheet. Please do not make any marks in any of the margins, or it will not be considered acceptable for recording.

Record the completed Accessory Dwelling Unit Affidavit with legal description by either:

Option 1: Bringing the completed documents (Affidavit, legal description, and coversheet) with the recording fee directly to our office in Snoqualmie. Document notarization can be obtained in our office at no additional charge. The Department of Permitting will submit documents to the Recorder's Office for you and obtain the recording number.

To receive a copy of the recorded document, you may mail a request along with a fee, or you may go to the Recorder's Office web page and search by the parcel number. Note that there may be a delay in the availability of imaged documents.

<http://www.kingcounty.gov/depts/records-licensing/Recorders-Office/records-search.aspx>.

-OR-

Option 2: Take or mail the completed documents (Affidavit, legal description, and coversheet) with the recording fee to:

*King County Recorder's Office
500 Fourth Avenue, 4th Floor, Room 430
Seattle, WA 98104*

The Recorder's Office is located on the third floor of the King County Administration Building. For information on recording and fees, contact the Recorder's Office via email at www.kingcounty.gov/recelec/records or by telephone at 206-477-6620.

Keep one copy of the recorded document with the recording number and return one copy to:

*Department of Permitting and Environmental Review
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266*

Please contact the Department of Permitting at 206-296-6600, if you have questions about these requirements **NOTE: The Accessory Dwelling Unit Affidavit must be completed, notarized, and recorded to meet all requirements.**



King County

**Department of Permitting
and Environmental Review**

35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266
206-296-6600 TTY Relay: 711
www.kingcounty.gov

**Accessory Dwelling Unit
Affidavit**

**Accessory Dwelling Units
Affidavit**

This property contains a primary dwelling unit and an accessory dwelling unit, as defined by Chapter 21A.06.345 and 21A.06.350 of the King County Code (KCC). Requirements for accessory dwellings apply to this property including limitations placed upon the use and construction of accessory dwellings as prescribed by Chapter 21A.08.030 of the KCC. The notice shall run with the land and shall not be removed except upon specific written authorization by King County recorded upon this title.

I, _____, having been duly sworn on oath, depose and declare:

1. I am the property owner of property legally described as:

with an address of: _____

and Parcel Number: _____

2. I occupy or intend to occupy the primary residence or the accessory dwelling unit on the property.
3. I am aware of the following regulations for accessory dwelling units:
 - a. Only one accessory dwelling unit per primary single detached dwelling unit is permitted.
 - b. The accessory dwelling unit is allowed only in the same building as the primary dwelling unit when the lot in urban zone is less than 5,000-square-feet in area, or when there is more than one dwelling unit on the lot.
 - c. One of the dwelling units shall not exceed a floor area of 1,000-square-feet except when one of the dwelling units is wholly contained within a basement or attic.
 - d. When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each street side of the building.
 - e. One additional off-street parking space shall be provided for the accessory dwelling unit.
 - f. The accessory dwelling unit shall be converted to another use or shall be removed if one of the dwelling units ceases to be owner occupied.

Signed _____ Date _____

Subscribed and Sworn to, before me the _____ day of _____, 20 _____

NOTARY PUBLIC in and for the State of Washington

Return Address:

Please print or type information **WASHINGTON STATE RECORDER'S Cover Sheet** (RCW 65.04)

Document Title(s) (or transactions contained therein): (all areas applicable to your document must be filled in)	
1. _____	2. _____
3. _____	4. _____
Reference Number(s) of Documents assigned or released:	
Additional reference #'s on page _____ of document	
Grantor(s) (Last name, first name, initials)	
1. _____,	_____
2. _____,	_____
Additional names on page _____ of document.	
Grantee(s) (Last name first, then first name and initials)	
1. _____,	_____
2. _____,	_____
Additional names on page _____ of document.	
Legal description (abbreviated: i.e. lot, block, plat or section, township, range)	
_____ _____	
Additional legal is on page _____ of document.	
Assessor's Property Tax Parcel/Account Number	<input type="checkbox"/> Assessor Tax # not yet assigned

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.	

I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document.

_____ Signature of Requesting Party