

When Recorded Return to:  
City of Bellevue Development Services  
P.O. Box 90012  
Bellevue, WA 98009-9012  
Attn: \_\_\_\_\_



# Accessory Dwelling Unit Registration

Intake Date	Technician	Project File #
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Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Legal Description (attach if necessary) \_\_\_\_\_

Tax Assessor's # \_\_\_\_\_

Construction of original residence completed in \_\_\_\_\_

Total square footage of residence (including accessory unit and excluding garage(s)) \_\_\_\_\_

Total square footage of accessory unit only \_\_\_\_\_

## Design and Use Requirements

(See [Section 20.20.120](#) of the *Bellevue Land Use Code* for completion regulations)

1. One accessory unit is permitted as a subordinate use within an existing single family dwelling.
2. The primary unit or accessory unit must be owner-occupied.
3. Only homes at least three years old at the time of application may have an accessory unit.
4. The accessory unit must be at least 300 square feet and not more than 800 square feet unless approved by Development Services. The department may approve an accessory unit greater than 800 square feet if the unit is completely located on a single floor, to allow for efficient use of the floor area. The accessory unit cannot exceed 40 percent of the total square footage of the primary residence and accessory dwelling unit combined, excluding any garage area.

5. The total number of adult residents in both the primary owner unit and the accessory dwelling unit may not include more than four adults unrelated by blood, marriage or legal adoption (in accordance with the definition of "family" in the Land Use Code).
6. Off-street parking equal to one more than required by underlying zoning (typically three (3) total spaces) must be provided.
7. There may be only one front door entrance; additional entrances are permitted on the side and rear of the house.
8. Accessory units are not permitted in structures detached from the primary residence, including but not limited to guest cottages, detached garages or workshops.
9. The accessory unit must meet all technical code standards (Title 23, BCC, including building, electrical, fire and plumbing code requirements).
10. A site may not contain both an accessory unit and a business, subject to the regulations in 20.30N for a Class A or Class B Home Occupation Permit.
11. An accessory unit may not be subdivided or otherwise segregated in ownership from the primary residence.
12. After approval by the City of Bellevue and registration with King County, all neighbors within 500 feet of the residence will be notified of the existence of the accessory dwelling unit.

*I certify that I am the owner or owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the owner's agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under the Land Use Code and other applicable Bellevue City codes, and I have full power and authority to perform on behalf of the owner all acts as required to enable the city to process and review such applications.*

*I hereby certify that the information on this application is true and correct and that the applicable requirements of the City of Bellevue will be met.*

Signature by Owner \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved >800 sq. feet	<input type="checkbox"/> Denied
Development Services _____		Date _____

Meets K.C. Recording Requirements