



Temporary Accessory Dwelling Units

Administrative Uses and Approvals

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Can I get a Temporary Accessory Dwelling Unit?

Property owners in most residential zones, may apply to place a temporary second dwelling unit of no more than 1,248 square feet of floor area, in the form of a manufactured home, a fully serviced travel trailer or motor home on their property. This temporary dwelling unit is only allowed under the following two circumstances:

- In the case where a family member who, due to a professionally documented physical or mental disorders, or risk of such disorder, requires supervision and care. This care is to be provided by members of the family who reside on the property.
- A temporary dwelling space for a person providing care for the resident owner of the subject property when the owner needs supervision and/or care due to a professionally documented physical or mental disorder, or risk of such disorder.

Will I still need a building permit?

Yes. Administrative Approvals permit certain land use activities. To construct buildings, garages, etc., you are required to obtain additional permits including the building permit. Once you have received the Administrative Approval, you may apply for a building permit for the accessory dwelling unit. Information packets for building permits are available at the PDS counter.

Please bring a copy of your Administrative Approval with you when submitting your building permit application.

Application process

In order to determine if you qualify for a temporary accessory dwelling, you must provide Planning and Development Services with a complete Temporary Second Dwelling (TSD) Application Packet including the TSD Medical Certification signed by the attending physician. A complete application packet includes the following:

1. A completed Master Land Use Application and Accessory Housing Checklist.
2. A copy of your deed for the property.
3. A copy of the TSD Medical Certification signed by the attending physician.
4. Health Department's written verification of septic/sewer and water availability for the second dwelling. Your existing services may or may not be adequate to support an additional dwelling.
5. Three (3) copies of a site plan indicating the location, size and setback of all buildings on the site, including garages, sheds etc., location of septic systems and wells and easements, and the location, width and length of driveway access. Site plans must be drawn in ink and all dimensions shall be

THE PLANNING AND DEVELOPMENT SERVICES HANDOUT SERIES

Whatcom County Planning & Development Services
5280 Northwest Drive, Bellingham, WA 98226
Phone (360) 676-6907 ▪ Fax (360) 738-2525 ▪ Inspections (360) 738-2520

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clearly labeled or a scale shall be provided. Adjacent roads shall be labeled and a north arrow shall be placed on the plan.

6. When the temporary dwelling will utilize the same septic system as the existing residence, a floor plan for both the proposed dwelling and the existing dwelling is required by the Health Department with this application.
7. A list of the names, addresses and parcel numbers for all property owners within 300 feet (if parcel is located in an Urban Growth Area) or 1000 feet (if parcel is located outside of an Urban Growth Area) from the boundaries of the subject site. In addition, stamped addressed envelopes for each of these property owners shall be submitted with the application. This list of names, addresses and parcel numbers can be obtained from the Whatcom County Assessor's Office in the Whatcom County Courthouse at 311 Grand Avenue, Bellingham.

Note: Please do not put your return address on the envelopes as we stamp them with the PDS return address before mailing.

8. Fees – Please refer to the current Whatcom County Fee Schedule. Your permit may require the following fees:
Critical Areas Review, C.A. Site visit, Engineering Review, Lake Whatcom Watershed Review, and others.

In addition to submitting the above documents, you will be required to place a posting notice (provided by PDS) on the subject property(s), visible to the road, which shall be maintained for the duration of the permit process. You will also be required to sign a Certification of

Posting of the time and date that you posted the site.

Following the public comment period and various reviews by PDS, Engineering, the Fire Marshal's Office, and Health, you will be advised of the concerns each agency has and will be asked to address each one, if any. These concerns will need to be addressed prior to the issuance of the Administrative Approval.

You will also be required to sign a Temporary Accessory Housing Agreement, which restricts the sale of the property with the TSD in place. The agreement also states that the TSD shall be renewed annually and the owner of the property shall reside in one of the two dwellings on the property. This agreement must be filed with the Whatcom County Auditor in the Courthouse at 311 Grand Avenue, Bellingham, and a recorded copy returned to PDS prior to issuance of your Administrative Approval.

Information

Due to the administrative complexity of these regulations, it is usually best to visit with PDS staff or contact the Zoning Administrator to answer any additional questions.

Planning and Development Services
5280 Northwest Drive
Bellingham, Washington 98226 USA
E-mail: pds@co.whatcom.wa.us

Staff Contact: Zoning Administrator
Phone: (360) 676-6907