



Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347

(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

ACCESSORY DWELLING UNIT

An accessory dwelling unit (ADU) is an additional, smaller dwelling unit on a lot with, or in, an existing home. These units are intended to facilitate land efficiency, encourage affordable housing options, and provide a range of choices of housing types in the city's residential districts. The ADU is intended to be subordinate in size, location and function to the primary residential unit. An ADU is commonly referred to as a 'mother-in-law' apartment or 'granny flat.'

The City of Poulsbo regulates the appearance and location of ADU's in order to preserve the character of neighborhoods. Adding an ADU does not make your home a duplex, since the new dwelling unit is an accessory use to the primary purpose of your home.

WHERE ARE ADUs PERMITTED?

Attached and detached ADUs are permitted in all residential zones, with the following limitations:

1. For a new ADU that is located internal to the primary residence (e.g., basement) and in which no increase in square footage of the residence is proposed, an ADU permit will be processed as a Type I permit pursuant to Title 19. This includes conversion of non-living space (e.g., garage).
2. For a new internal and/or attached ADU in which an increase in square footage of the residence is proposed, a Type II [Administrative Conditional Use](#) (AC) is required.
3. For a new detached ADU (including detached accessory structure or garage), or conversion of an existing detached structure or detached garage, an AC is required.

GENERAL REQUIREMENTS

1. Only one ADU is allowed per parcel or lot.
2. The ADU shall meet all zoning requirements, including height, lot coverage, and setbacks.
3. The owner of the property must occupy either the primary residence or the ADU. "Occupied by an owner" means a property owner makes their legal residence at the site and actually resides at the site more than six months out of any given year, and at no time receives rent for the owner-occupied unit.
4. An ADU may not be used as a short-term rental.
5. Mobile homes, manufactured homes, or recreational vehicles shall not be considered an ADU.

6. A detached ADU shall be consistent in design and appearance with the primary structure.
7. The ADU entrance shall be subordinate to the primary structure's entrance, and oriented away from the view of the street or designed to appear as a secondary entrance to the primary unit.

MINIMUM AND MAXIMUM SIZE

The accessory dwelling unit shall contain no more than eight hundred square feet of heated living area; provided, if the accessory unit is completely located on a ground floor or basement, the review authority may allow increased size in order to efficiently use all floor area, so long as all other standards set forth in this section are met.

IS PARKING REQUIRED FOR THE ADU?

Yes. There shall be one off-street parking space provided for the ADU, which is in addition to the off-street parking spaces required for the primary residence.

KITSAP COUNTY DOCUMENT RECORDING

If approved, the City will file the ADU application form and conditions of approval as a deed restriction with the Kitsap County Auditor's office to indicate the presence of the ADU, the requirement of owner occupancy, and other standards for maintaining the unit as described above. The deed restriction shall run with the land and bind all current and future property owner's assigns, beneficiaries and heirs; unless the ADU registration is otherwise cancelled.

An ADU permit is not transferable to any other property or any other person except the new owner when it is sold. The same ADU requirements apply to the new owner if the use of the ADU is maintained.

WHAT IS THE APPLICATION PROCESS?

That depends on if you propose an ADU within an existing structure or a stand-alone ADU. An ADU within an existing structure is a Type I permit. A standalone ADU requires is a Type II process. For both processes the Planning and Economic Development (PED) Director is the review authority. Contact PED staff for more information on the permitting process.

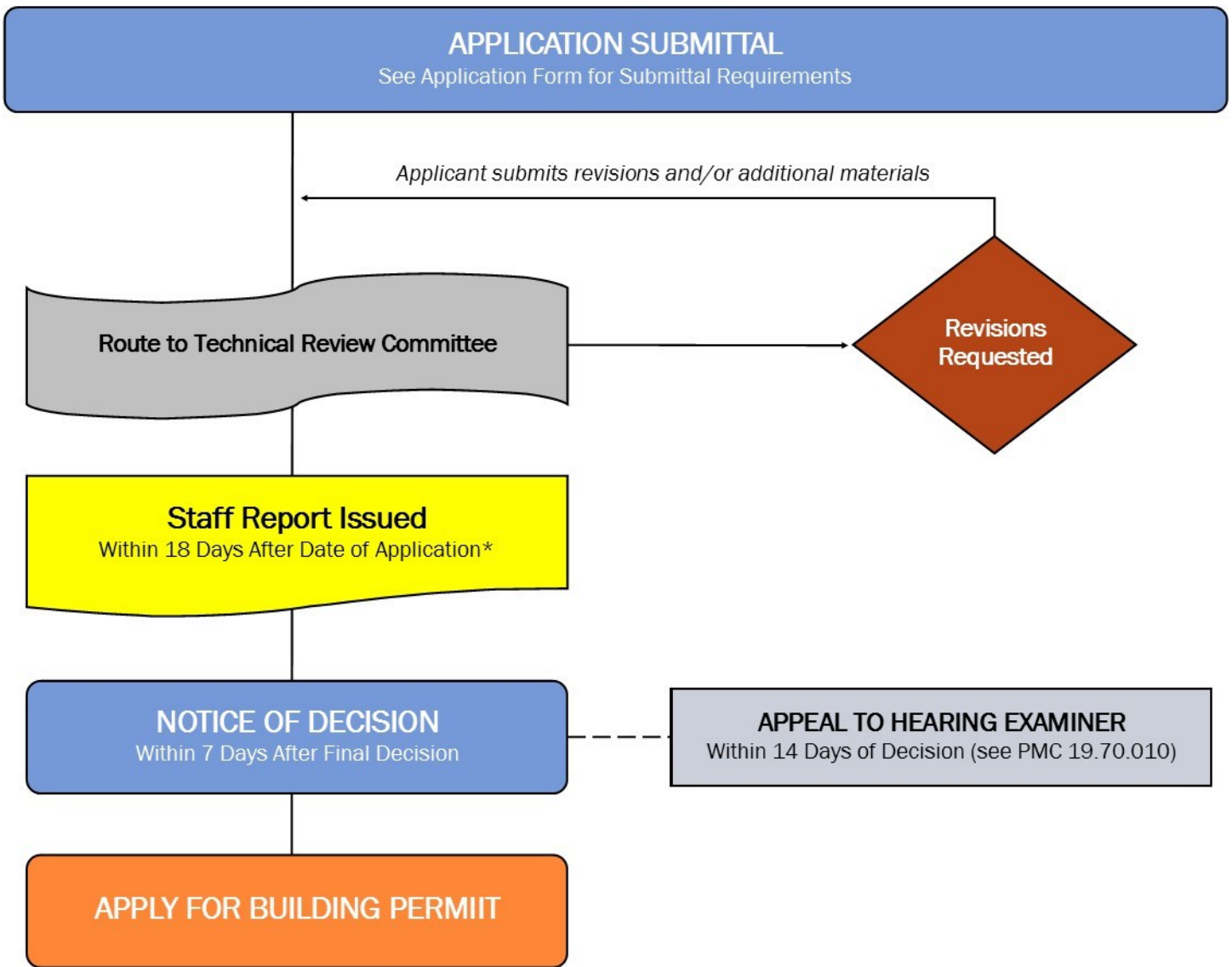
FEE INFORMATION

Application fees per [Resolution 2019-03](#). Please contact PED staff to determine the total fees.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.



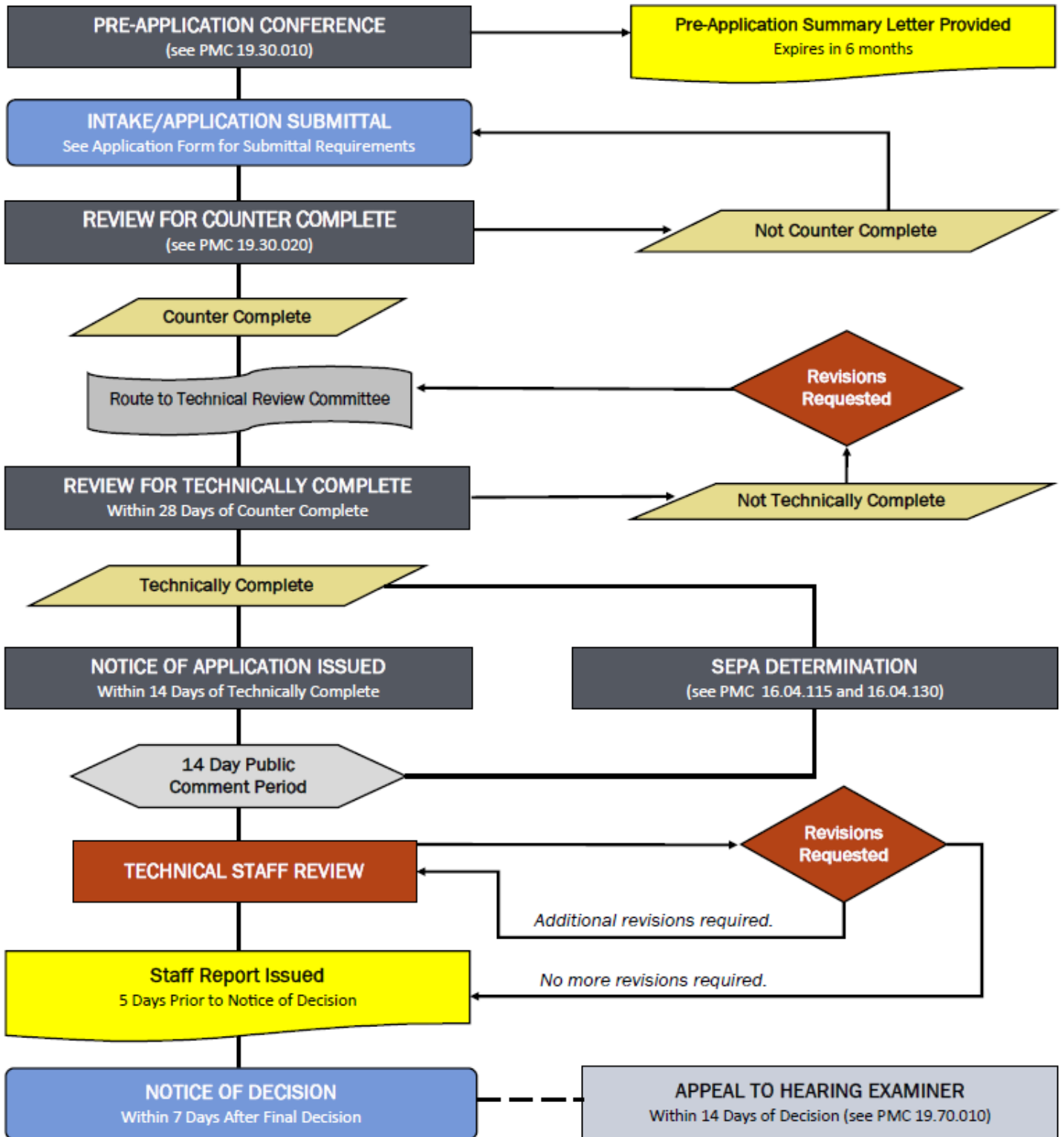
TYPE I LAND USE APPLICATION PROCESS



* Any period during which the applicant has been requested by the city to correct or revise drawings or designs, perform required studies, or provide additional required information shall be excluded from this timeframe. The period shall be calculated from the date the city notifies the applicant in writing for the need for corrections, revisions and/or additional information, until the date the city determines whether the corrections, revisions and/or additional information satisfies the request for information.

Disclaimer: This handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

TYPE II LAND USE APPLICATION PROCESS



Disclaimer: This handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.