



CITY OF COVINGTON
Permit Services
16720 SE 271st Street, Suite 100
Covington, WA 98042

Phone: (253) 638-1110
Fax: (253) 638-1122
www.ci.covington.wa.us

ACCESSORY DWELLING NOTICE AFFIDAVIT INSTRUCTIONS

The City of Covington requires that a 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 Section 18.25.030 of the Covington Municipal Code. Instructions are as follows:

- ❑ Complete and notarize the attached Accessory Dwelling Notice Affidavit. If the legal description does not fit in the provided space, you may include it on a separate piece of paper. Be sure to record the legal description with the affidavit.
- ❑ Complete the attached cover sheet, which is required for all recordings with the King County Recorder's Office. Do not make any marks in the margin or it will not be accepted for recording.
- ❑ Record the completed Accessory Dwelling Notice Affidavit with the legal description by submitting it in person or mailing it, along with the required cover sheet to:

King County Recorder's Office
King County Administration Building
500 Fourth Avenue, Room 311
Seattle, WA 98104

The Recorder's Office is located on the third floor. For information on recording and fees, contact the Recorder's Office at (206) 296-1570 or metrokc.gov/recelec/records.

Be sure to bring in or send a copy of the document for stamping with the recording number to keep for your own records.

- ❑ Keep one copy of the recorded document with the recording number and return one copy to the City of Covington, Permit Services, at the address above.



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ACCESSORY DWELLING NOTICE
Affidavit Regarding Accessory Dwelling Unit

This property contains a primary dwelling unit and an accessory dwelling unit, as defined by Chapters 18.20.345 and 18.20.350 of the Covington Municipal Code. Requirements for accessory dwellings apply to this property, including limitations placed upon the use and construction of accessory dwellings as prescribed by Chapter 18.25.030 CMC. The notice shall run with the land and shall not be removed except upon specific written authorization by the City of Covington recorded on this title.

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

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

Street Address: _____
 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 on an urban lot that is less than 10,000 square feet in area or on a lot containing more than one primary dwelling.
- c. The primary dwelling unit or the accessory dwelling unit must be owner-occupied.
- d. 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 an attic.
- e. 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.
- f. One additional off-street parking space must be provided.
- g. The accessory dwelling unit shall be converted to another permitted use or shall be removed if one of the dwelling units ceases to be owner-occupied.

Signature: _____
 Printed Name: _____

Date: _____

Subscribed and sworn to me this ____ day of _____, 20__.

 Printed Name: _____
 Notary Public in and for the State of Washington
 Residing at _____
 My commission expires: _____

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

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