

## Checklist for THOW ADU Site Permit

### THOW ADU Site Plan

- A site plan scaled no smaller than  $\frac{1}{4}'' = 1'$  with North arrow, which includes the following:
  1. Legal description and parcel number (or tax number);
  2. Property lines and dimensions;
  3. Footprint of existing structures on-site;
  4. Proposed pad dimensions and material shown in solid lines - The wheels and leveling or support jacks must sit on a paving surface such as concrete or decomposed granite sufficient to hold the weight of the unit on wheels;
  5. Proposed THOW dimensions shown in dashed lines. THOWs may not exceed 400 square feet in size);
  6. Proposed Front porch dimensions shown in dashed lines – To meet egress requirements, a front porch or steps are required, and may require a building permit;
  7. Setbacks from all sides of the proposed THOW (including any associated structural improvements over 30-inches in height) to the property lines and to any other structures on site;
  8. Outline the limits of disturbance shown as “x-x-x-x-” (i.e., the THOW pad and any areas proposed for clearing, grading, paving). Include quantity of cut and fill;
  9. On-site parking and driveway with dimensions (while no additional on-site parking is required, you will need to show any existing parking/required parking for the primary structure);
  10. Indicate methods utilized to retain stormwater on-site;
  11. Street names and any easements or vacations;
  12. Utility lines – existing and proposed;
  13. If applicable, existing or proposed septic system location;
  14. Delineated critical areas boundaries and buffers;
  15. Projects involving tree removal proposed on property subject to a previously approved tree conservation plan shall be required to complete a tree conservation affidavit;
  16. Insert detail on proposed tie downs;
  17. Required screening of utility connections if they will not be hidden underneath the THOW (behind the skirting);

## Certifications

THOW application must include evidence of one of the following certifications:

### Option 1: Park Model RV THOW meeting additional design/construction standards:

- Certification that the THOW complies with ANSI 119.5 standards<sup>1</sup>, as evidenced by a blue Park Model RV insignia (or manufacturers L&I approved plans if currently under construction).
- Certification by a licensed Washington State design professional, architect or engineer attesting that the THOW complies with the City of Port Townsend's design standards codified in PTMC Section 17.58.030 Design standards
- Copy of DMV license and registration – A THOW is towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection, and is not designed to move under its own power

### Option 2: THOW constructed to State Building Code standard:

- Certification that the THOW complies with State Building Code as evidenced by a gold insignia for tiny houses/modular houses (or manufacturers L&I approved plans if currently under construction).

## Other required worksheets and permit applications

- Lot Coverage vs Impervious Surface Worksheet**
- Address Application** -All tiny houses on wheels must obtain separate address approval from the city for the unit
- Plumbing Permit Application** - THOWs shall be connected to municipal utilities as required by city and state law. Submit a separate application for a plumbing permit for THOW water/sewer connections, OR provide evidence in your THOW Site Permit application that water/sewer connections were previously established/permitted.
- Minor Improvement Permit Application, Street Utility Development Permit Application, or Right-of-Way Tree Permit Application (when applicable)** – For any development activities (i.e., new driveway), utilities/road improvements, or tree removal/trimming proposed within a city right-of-way related to the THOW.

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<sup>1</sup> RCW [43.22.355](#)