

Planning & Development Services Review for Accessory Dwelling Units

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application will be returned.

Planning Division (P) Approval By: _____

Date: _____

Development Services (DS) Approval By: _____

Date: _____

OCMC 17.04.015 - "Accessory Dwelling Unit" (ADU).

"Accessory Dwelling Unit" (ADU) means a residential dwelling unit located on the same lot as a single-family dwelling, that is not a recreational vehicle. The habitable living unit provides basic living requirements including permanent cooking and toilet facilities, and may be either attached to the same building as the single-family dwelling unit or in a detached building.

Please refer to the following chapters of the Oregon City Municipal Code: 17.08/17.10, 17.54.010, 17.20.010, and 17.14 to complete this form. Development Services (DS) may be contacted at 503.496.1560 and Planning may be reached at 503.722.3789.

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

- Proposed ADU:
- | | |
|---|---|
| <input type="checkbox"/> Conversion of existing space in home | <input type="checkbox"/> New detached |
| <input type="checkbox"/> Conversion of existing detached building | <input type="checkbox"/> New addition to home |

1. ADU Eligibility (P)

One ADU is permitted for each detached single-family dwelling unit. ADUs are permitted in all residential zones but not as accessory uses to cluster housing.

 Zoning of property: _____ Is the property developed with cluster housing? Yes No

Number of detached single family units on site: _____ Number of existing ADUs on site: _____

2. Applicable Overlay Zones, Plans or Fees (P)

Please identify all overlay districts identified on your [Property Zoning Report](#). If any of the items below are marked, please contact the associated department for additional processes, fees and restrictions.

- | | | |
|---|--|---|
| <input type="checkbox"/> Individually Designated Historic Structure (P) | <input type="checkbox"/> Historic Overlay District (P) | <input type="checkbox"/> Barlow Trail Corridor (P) |
| <input type="checkbox"/> Willamette River Greenway Overlay District (P) | <input type="checkbox"/> Flood Management Overlay (B) | <input type="checkbox"/> Natural Resources Overlay District (P) |
| <input type="checkbox"/> High Water Table (DS) | <input type="checkbox"/> Sewer Moratorium Area (DS) | <input type="checkbox"/> Geologic Hazards Overlay District (DS) |
| <input type="checkbox"/> None | | |

| | | |
|--------------------------------|--|---------------|
| <i>Staff Only</i> | | |
| No Additional Review Required? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Initial _____ |

3. ADU Size (P)

Accessory dwellings may be no larger than 800 square feet or 60 percent of the gross floor area of the primary unit. Conversion of an existing basement to an ADU shall be exempt from these size limits provided that no new floor area will be added with the conversion.

1. Gross floor area of the primary dwelling (total enclosed floor area, measured in square feet, excluding basement areas used for storage and garage space used for parking/storage): _____

2. Total size of the proposed structure (square feet): _____

3. Size of ADU as a percentage of primary dwelling: _____
Line 1 divided by line 2 multiplied by 100.

| | | |
|----------------|------------------------------|-----------------------------|
| Staff Only | | |
| Size Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Initial _____ | |

4. Accessory Building (P)

Contact the Planning Division at 503.722.3789 or review OCMC 17.20 for additional information.

Is the ADU in a new accessory building? Yes No

Is the ADU in an accessory building which is proposed to be expanded? Yes No

If you answered yes to any of the questions in this section, please proceed to the next question. If you answered no to all the questions in this section, proceed to question #9.

5. Building Footprints Over 600 Square Feet (P)

Contact the Planning Division at 503.722.3789 or review OCMC 17.54.010 for additional information.

Is the footprint no larger than 800 square feet? Yes No

Is the lot 20,000 square feet or larger? Yes No

Does the footprint of the accessory structure exceed the footprint of the home? Yes No

Footprint of the home (square feet) _____ Footprint of Accessory Structure _____

Does the height of the structure exceed the height of the main dwelling? Yes No

Height of the Main Dwelling _____ Height of Accessory Structure _____

Not Applicable, accessory structure footprint is less than 600 square feet.

| | | |
|------------|------------------------------|-----------------------------|
| Staff Only | | |
| Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Initial _____ | |

6. Prohibited Structures (P)

The structures listed below are prohibited. Contact the Planning Division at 503.722.3789 or review OCMC 17.54.010.B.4 for additional information.

The structures listed below are prohibited. Contact the Planning Division at 503.722.3789 or review OCMC 17.54.010.B.4 for additional information.

Does the proposal include a cargo container, membrane structure, or fabric covered area as defined below?

Not applicable: Cargo containers, membrane or fabric covered areas visible from the right-of-way, or metal structures within a historic district are not being proposed.

Cargo container as defined in OCMC 17.04.177



Membrane or fabric covered storage area, as defined in OCMC 17.04.743, if visible from the adjacent right-of-way



Prohibited if visible from the public right-of-way

- ❑ A metal structure within the McLoughlin Conservation District, the Canemah National Historic District, or on an individually designated historic property



Prohibited in historic districts or on individually designated historic properties

Staff Only

Materials Approved? Yes No Initial _____

7. Design (P)

The exterior finish materials shall be similar in type, size and placement as those on the principal dwelling unit.

| | Primary Dwelling Unit | Proposed Accessory Dwelling Unit |
|----------------------------------|-----------------------|----------------------------------|
| Siding material | | |
| Roofing material | | |
| Window material | | |
| Trim Type | | |
| Trim Size (minimum is 2 inches) | | |
| Projection of Eaves (Proportion) | | |

Staff Only

Design Approved? Yes No Not Applicable Initial _____

8. Home Design Elements (P)

Does the proposal include construction of a new garage? Yes No

Does the proposal include expansion of an existing garage or carport? Yes No

If you answered no to all three questions in this section, you may proceed to question #9. If you answered yes, the front of the home shall include 5 of the following 22 design elements.

1. _____ Dormers.
2. _____ Gable roof or Hip roof.

4. _____ Roof overhang of ≥ 16 inches. Size of roof overhang _____
5. _____ Entry recessed ≥ 2 feet behind the front façade and ≥ 8 feet wide.
Distance entry recessed from the front façade _____ Width of entry _____
6. _____ ≥ 60 square foot covered front porch that is ≥ 5 feet deep; or
 ≥ 40 square foot covered porch with railings that is ≥ 5 feet deep and elevated entirely ≥ 18 inches.
Total Size of porch _____ Total Depth _____ Elevation of porch _____
7. _____ Bay window that extends ≥ 12 inches outward from the main wall of a building. Extension of bay window _____
8. _____ Windows and main entrance doors that occupy $\geq 15\%$ of the lineal length of the home (not including the roof and excluding any windows in a garage door).
Length of Wall _____ Linear length of windows _____ (Window / Wall length) * 100 _____
9. _____ Window grids in all street facing windows (excluding windows in the garage door or front door).
10. _____ ≥ 4 inch window trim. Width of trim _____
11. _____ **Worth 2 elements.** ≥ 4 inch window trim on all elevations of the house. Width of trim _____
12. _____ **Worth 2 elements.** Wood, clad wood, or fiberglass windows on all of the elevations.
13. _____ **Worth 2 elements.** Windows recessed ≥ 2 inches from the facade on all of the elevations.
14. _____ Front balcony that projects a min. of 1 foot from the wall of the building and is enclosed by a railing or parapet.
15. _____ ≥ 60 square feet of shakes, shingles, brick, stone or other similar decorative materials.
Square footage of shakes, shingles, brick, stone or other similar decorative materials _____
16. _____ All garage doors are ≥ 9 feet in width or less.
17. _____ All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.
18. _____ ≥ 2 windows in each garage door.
19. _____ A third garage door is recessed a minimum of 2 feet from the living space.
20. _____ A window over the garage door that is ≥ 12 square feet with ≥ 4 inch window trim.
Square Footage of Window _____ Trim Size _____
21. _____ The living space of the dwelling is within 5 feet of the front yard setback.
22. _____ The driveway is composed entirely of pervious pavers or porous pavement.

| Staff Only | | | |
|---------------------------|------------------------------|-----------------------------|---|
| Design Elements Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
| | | | Initial _____ |

9. Building Height and Setbacks (P)

Identify the building height and the setbacks (distance between the proposed foundation/support and the property line). Provide building and site plans with all the dimensions indicated below. Access structures (e.g. stairs or ramps) may be allowed within the setback if no access can be provided to the unit without encroaching into the setback area.

If detached, is the accessory dwelling located behind the front building line of the home? Yes No

Is the detached ADU proposed in an existing legal nonconforming accessory structure? Yes No

Zoning Designation: _____ Closest Left Setback: _____

Building Height: _____ Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Rear Porch Setback: _____

| | |
|-----------------------------------|--|
| <i>Staff Only</i> | |
| Building Height and Setbacks Met? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Initial _____ |

Dimensional Standards Table

| Standard | R-10 | R-8 | R-6 | R-5 | R-3.5 |
|--|--------|--------|--------|--------|--------|
| Maximum height | 35 ft. |
| Maximum ADU height | 20 ft. |
| Minimum front yard setback | 20 ft. | 15 ft. | 10 ft. | 10 ft. | 5 ft. |
| Minimum front porch setback | 15 ft. | 10 ft. | 5 ft. | 5 ft. | 0 ft. |
| Minimum interior side yard setback | 8 ft. | 7 ft. | 5 ft. | 5 ft. | 5 ft. |
| Minimum corner side yard setback | 10 ft. | 10 ft. | 10 ft. | 7 ft. | 7 ft. |
| Minimum rear yard setback (Attached ADU) | 20 ft. |
| Minimum rear yard setback (Detached ADU) | 10 ft. | 10 ft. | 10 ft. | 10 ft. | 5 ft. |
| Minimum rear porch setback | 15 ft. |
| Minimum Garage setback | 20 ft. |
| Minimum Garage setback (alley) | 5 ft. |

10. Lot Coverage for ADUs (P)

Accessory Dwelling Units have a slightly higher lot coverage allowance. Contact the Planning Division at 503.722.3789 or review OCMC Title 17 for additional information.

R-10, R-8 and R-6 Dwelling Districts: 45% Maximum Lot Coverage

R-5 Dwelling District: 60% Maximum Lot Coverage

R-3.5 Dwelling District: 65% Maximum Lot Coverage

- Square footage of all existing building footprints over 200 square feet (see exclusions above)..... _____
- Square footage of all proposed building footprints over 200 square feet (see exclusions above)..... _____
- Total square footage of all building footprints over 200 square feet (line 1+2)..... _____
- Total square footage of property _____
- Line 3 divided by line 4 and multiplied by 100..... _____

Not Applicable

| | |
|------------------------|--|
| <i>Staff Only</i> | |
| Lot Coverage Approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____ |

11. Parking (P)

Per State law, no minimum off-street parking space is required. If proposed, show parking on the site plan with dimensions labeled. The space shall be a minimum of eight feet in width and eighteen feet in length.

Is one off-street space provided? Yes No

Width of space _____ Length of space _____

| | |
|-------------------|--|
| <i>Staff Only</i> | |
| Parking Approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____ |

12. Plat Restrictions (DS/P)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained on OCMAP. Contact Development Services Department at 503.496.1560 for additional information.

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Not Applicable

| Staff Only | | | |
|-----------------------------|------------------------------|-----------------------------|---|
| Plat Restrictions Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Required Initial _____ |

13. Stormwater (DS)

New projects may require stormwater improvements. Contact Development Services Department at 503.496.1560 for additional information. Stormwater flow control and/or water quality requirements exist for projects that:

Creates 5,000 square feet of new or replaced impervious surface

Creates 500 square feet of new impervious surface (in the NROD overlay)

Creates 1,000 square feet of new or replaced impervious surface and is a commercial use.

1. Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures) _____

2. Does the proposal use fuel dispensing, major material storage, a washing facility, heavy chemical use, or has land with known contamination? Yes No

| Staff Only | | | |
|----------------------|------------------------------|-----------------------------|---------------|
| Stormwater Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Initial _____ |

14. Grading (DS)

The placement or removal of fill on a property may require additional review and permits. Contact Development Services Department at 503.496.1560 for additional information.

Are you moving or placing more than 6" of fill below the building footprint? Yes No

If yes, a geotechnical report is required approving the fill placement from the Development Services Department.

Do you have an approved geotechnical report? Yes No

Are you moving or placing 10 or more cubic yards of fill onsite? Yes No

If yes, a grading permit is required from the Development Services Department.

Do you have an approved grading permit? Yes No

| Staff Only | | | |
|----------------|------------------------------|-----------------------------|---|
| Fill Approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Required Initial _____ |

15. Number of Driveways (DS)

Each property may have up to one (1) driveway per street frontage. Do not count alleys.

Number of street frontages: _____ Number of existing driveways: _____

Number of driveways proposed: _____

Not Applicable (No driveway or access taken from alley)

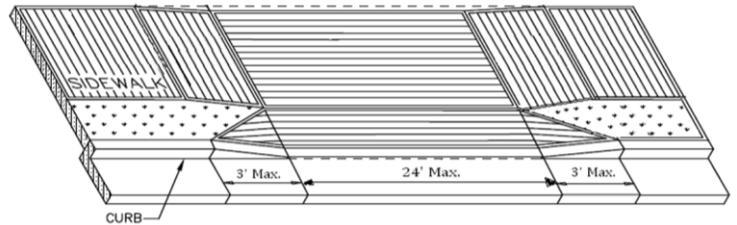
| Staff Only | | | |
|-------------------------------|-----------------------------|---------------------------------------|---------------|
| Number of Driveways Approved? | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Required | Initial _____ |

Questions? Contact Development Services (DS) at 503-496-1560

16. Driveway Width (DS)

The width of the driveway curb cut is limited at the sidewalk and property line by the number of interior or exterior parking spaces onsite, including the driveway. Show the driveway and curb cut on your site plan.

| Number of Interior and Exterior Parking Spaces Onsite | Minimum Driveway Width at Sidewalk or Property Line | Maximum Driveway Width at Sidewalk or Property Line |
|---|---|---|
| One | 10 feet | 12 feet |
| Two | 12 feet | 24 feet |
| Three or More | 18 feet | 30 feet |



*The width of the wing (transition) adjacent to the driveway may not be larger than 3 feet.

Number of interior and exterior parking spaces onsite: _____

Width of driveway proposed: _____ Width of wings proposed: _____

Not Applicable (No driveway or access taken from alley)

| Staff Only | | | |
|------------------------------|-----------------------------|---------------------------------------|---------------|
| Driveway Width Approved? | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Required | Initial _____ |