



## WASHINGTON COUNTY

Department of Land Use & Transportation  
Development Review/Current Planning  
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# Application Instructions for Accessory Dwelling Units (ADUs)

Standards for accessory dwelling units are found in Community Development Code (CDC) Section 430-2. Review the CDC online: [bit.ly/comdevcode](http://bit.ly/comdevcode).

Accessory dwelling units are only allowed in the following land use districts: R-5, R-6, R-9, R-15, R-24, R-25+, TO:R9-12; TO:R12-18; TO:R18-24; FD-20, FD-10, R-6NB, R-9NB, R-15NB and NMU. **Accessory dwelling units are NOT allowed in rural land use districts.**

## 1. Submittal Requirements

- A. A completed **Accessory Dwelling Unit (ADU) Application and Supplemental Information Form** included in this packet.
- B. **A detailed FLOOR PLAN of the ADU** drawn to scale on 11x17-inch paper. The floor plan must show the location of rooms, walls, windows, doors and stairs. The floor plan must have the use of each room labeled (i.e., bedroom, living room, bathroom, etc.). The kitchen sink and appliance locations, toilets, bathing facilities and sinks must also be labeled. The total square footage of the ADU must be included on the plan. If the proposed ADU will be accessible, the plan must show how the design meets all applicable requirements of the Uniform Federal Accessibility Standards.

If the proposed ADU will be attached to or part of an existing dwelling or structure, the floor plan must include the information above for the existing dwelling or structure and the proposed ADU.

- C. **A BUILDING ELEVATION PLAN of the exterior of the proposed ADU** drawn to scale on 11x17-inch paper. The building elevation plan must show the exterior of all sides of the ADU, including windows, exterior doors, stairs, decks and covered porches. The height of each side of the ADU measured from finished grade to the midpoint of the highest peak of the structure must also be shown. If the proposed ADU will be accessible, show on the plans how the design meets all applicable requirements of the Uniform Federal Accessibility Standards.

For an attached ADU that will be located entirely within an existing dwelling or structure, the building elevation must show all existing and proposed features of the dwelling.

For detached ADUs, submit elevation drawings for the existing dwelling showing the height measured from the foundation to the midpoint of the highest peak of the dwelling in addition to the elevation drawing for the ADU.

- D. **A SITE PLAN of the property** drawn to scale on 11x17-inch paper. The site plan must show:
  - Property lines and easements. To research easements on the property, contact the Washington County Assessment & Taxation Department at 503-846-8752 or a title company.
  - All existing and proposed structures on the property labeled with their use and total square footage.
  - The distance (setbacks) from each existing and proposed structure to the property lines.

- The location and dimensions of existing and proposed driveways serving the existing dwelling and the ADU. If a new driveway or modifications to an existing driveway approach is proposed, contact the Operations and Maintenance Division at 503-846-7623 or [lutops@washingtoncountyor.gov](mailto:lutops@washingtoncountyor.gov) for standards and permitting information.
- The location of Significant Natural Resources, floodplain and drainage hazard areas.

## 2. Pay Fees

Visit Development Review/Current Planning Payment and Fees at <https://bit.ly/DevRevFees>. Full payment of application fees is required at the time of submittal.

**Accessory Dwelling Unit Application Fee:** \_\_\_\_\_

After Development Review/Current Planning approval, the applicant must submit a building permit application for the ADU. Contact Building Services for fees and submittal information at [lutbldg@washingtoncountyor.gov](mailto:lutbldg@washingtoncountyor.gov) or 503-846-3470.

For questions regarding the Washington County Community Development Code standards or application requirements for an accessory dwelling unit, please contact Development Review/Current Planning at 503-846-8761 or at [lutdev@washingtoncountyor.gov](mailto:lutdev@washingtoncountyor.gov).



# ACCESSORY DWELLING UNIT (ADU) SUPPLEMENTAL INFORMATION FORM

The ADU standards can be found in Community Development Code (CDC) Section 430-2, Accessory Dwelling Unit. Definitions are found in CDC Section 106.70. Visit the CDC online: [bit.ly/comdevcode](http://bit.ly/comdevcode).

## 1. Number of ADUs proposed:

A maximum of two (2) ADUs are allowed in conjunction with a detached single-family (primary) dwelling.

How many ADUs are proposed with this application? \_\_\_\_\_

Does the site have an existing primary dwelling?     Yes     No

If there is no existing primary dwelling, has a building permit been submitted for a primary dwelling?

Yes    Building permit number: \_\_\_\_\_

No    If a building permit for the proposed ADU(s) is issued before a building permit for the primary dwelling is issued, the ADU will be considered the primary dwelling for the purpose of determining System Development Charges and the Transportation Development Tax.

What is the total floor area of the primary dwelling? \_\_\_\_\_ square feet

Will the proposed ADU(s) be constructed so that it is accessible per the Uniform Federal Accessibility Standards (UFAS)?     Yes     No

If "Yes," describe how the ADU will meet UFAS: \_\_\_\_\_

## 2. Choose which type(s) of ADU is proposed:

### A. One (1) ATTACHED ADU.

An attached ADU shares a common wall with the primary dwelling and may utilize existing square footage within the primary dwelling, added square footage, or a combination thereof. An attached ADU may either be located within the primary dwelling or in an addition that shares a wall with the primary dwelling.

Total floor area of the proposed ADU: \_\_\_\_\_ square feet

Will the proposed attached ADU be constructed within the primary dwelling?     Yes     No

If "Yes," the ADU may occupy an entire level or floor of the primary dwelling. Which level or floor of the primary dwelling will it occupy (i.e., the basement, main floor or second floor)? \_\_\_\_\_

If the proposed ADU does not occupy an entire level or floor of the primary dwelling, it may not exceed 800 square feet of total floor area.

If the proposed attached ADU will not be constructed within the primary dwelling, it must share a common wall with the primary dwelling.

Will the proposed ADU share a common wall with the primary dwelling?  Yes  No

**NOTE:** This type of attached ADU may not exceed 800 square feet in total floor area.

**B.  One (1) DETACHED ADU.**

A detached ADU does not share a common wall, roof or foundation with the primary dwelling.

The proposed ADU must be located at or behind at least one street-facing wall of the primary dwelling. It must also have a minimum side yard setback of five (5) feet. The minimum rear yard setback must be no less than that required by the land use district. If the property abuts a residential district that is not a transit-oriented district, the rear yard shall be no less than that required by the abutting district.

Does the proposed ADU location meet these standards?  Yes  No

Total floor area of the proposed ADU: \_\_\_\_\_ square feet

**NOTE:** Detached ADUs may not exceed 800 square feet in total floor area.

**3. Allowed height of proposed ADUs:**

The height of an ADU may not exceed the height of the primary dwelling. When an ADU will be located above an accessory building, the total height of the structure may not exceed the height of the primary dwelling.

What is the height of the proposed ADU? \_\_\_\_\_

What is the height of the primary dwelling? \_\_\_\_\_

**4. Access:**

ADUs are not required to have their own off-street parking. If parking and vehicle access is proposed for the ADU, **please indicate below and show on the site plan.**

- ADU will share the driveway access with the existing primary dwelling; no changes to the existing driveway.
- ADU will share the driveway access with the existing primary dwelling; shared driveway access will be relocated.
- ADU will have its own driveway access separate from the primary dwelling.

An access permit is required for existing and proposed driveways. It will be required as part of the ADU approval. Visit [bit.ly/OpsRowPermits](http://bit.ly/OpsRowPermits) for more information.