WASHINGTON COUNTY
Department of Land Use & Transportation
Development Review/Current Planning
155 N First Ave., Suite 350, MS13
Hillsboro, OR 97124
Phone: 503-846-8761
lutdev@washingtoncountyor.gov
www.washingtoncountyor.gov

Application Instructions for Urban Accessory Dwelling Units (ADUs)

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

Urban accessory dwelling units are only allowed **inside** an urban growth boundary 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.

1. Submittal Requirements

☐ A. A completed **Urban Accessory Dwelling Unit (ADU) Application and Supplemental Information Form** included in this packet.

☐ B. **A detailed FLOOR PLAN of the urban 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 habitable area of the urban ADU must be included on the plan. If the proposed urban ADU will be accessible, the plan must show how the design complies with the dwelling unit standards of the Uniform Federal Accessibility Standards.

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

☐ C. **BUILDING ELEVATIONS of the exterior of the proposed urban ADU** drawn to scale on 11x17-inch paper. The building elevations must show the exterior of all sides of the urban ADU, including windows, exterior doors, stairs, decks, and covered porches. The height of each side of the urban ADU, measured from finished grade to the midpoint of the highest peak of the structure, must also be shown. If the proposed urban ADU will be accessible, the building elevations must show how the design complies with the dwelling unit standards of the Uniform Federal Accessibility Standards.

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

For detached urban ADUs, submit building elevations for the existing detached dwelling, showing the height measured from the foundation to the midpoint of the highest peak of the existing detached dwelling, in addition to the building elevations for the urban ADU.

☐ D. **A SITE PLAN of the lot or parcel,** drawn to scale on 11x17-inch paper. The site plan must show:

- Property lines and easements. To determine easements on the lot or parcel, contact the Washington County Department of Assessment & Taxation at 503-846-8752 or a title company.

- All existing and proposed structures on the lot or parcel, labeled with their use and total square footage of floor area and habitable floor area.
- The distance (setback) from each existing and proposed detached dwelling or structure to the property lines.
- The location and dimensions of existing and proposed driveways serving the existing detached dwelling and the proposed urban 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 for standards and permitting information.
- The location of Significant Natural Resources, floodplain, and drainage hazard areas.
- If necessary driveway improvements/culvert crossings will be in Flood Plain/Drainage Hazard Area, a flood plain/Drainage Hazard Area Alteration Application is required.

2. Pay Fees

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

Urban Accessory Dwelling Unit (ADU) Application Fee: _____

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

For questions regarding the Washington County Community Development Code standards or application requirements for an urban ADU, contact Development Review/Current Planning at 503-846-8761 or lutdev@washingtoncountyor.gov.

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Urban Accessory Dwelling Unit Application

CPO: _____

COMMUNITY PLAN: _____

LAND USE DISTRICT:

- ☐ R-5
- ☐ R-6/R-6NB
- ☐ R-9/R-9NB
- ☐ R-15/R-15NB
- ☐ R-24
- ☐ R-25+
- ☐ TO:R9-12
- ☐ TO:R12-18
- ☐ TO:R18-24
- ☐ FD-10
- ☐ FD-20
- ☐ NMU

ASSESSOR MAP AND TAX LOT NUMBER:

_____

SITE ADDRESS:

_____

LOT OR PARCEL SIZE:

_____

CASE FILE NO.

_____
(To be assigned by Washington County)

APPLICANT:

COMPANY: _____

CONTACT: _____

ADDRESS: _____

_____

PHONE: _____

FAX: _____

EMAIL: _____

APPLICANT'S REPRESENTATIVE: NOTE: The applicant's representative is the primary contact for the County.

COMPANY: _____

CONTACT: _____

ADDRESS: _____

_____

PHONE: _____

FAX: _____

EMAIL: _____

OWNER(S): (Attach additional sheets if needed)

NAME: _____

ADDRESS: _____

_____

PHONE: _____

FAX: _____

EMAIL: _____

EXISTING USE OF SITE: _____

PROPOSED URBAN ADU TYPE(S): ☐ Detached ☐ Attached

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.

X _____

☐ **OWNER** ☐ **CONTRACT PURCHASER** **DATE**

Print Name: _____

X _____

☐ **OWNER** ☐ **CONTRACT PURCHASER** **DATE**

Print Name: _____

X _____

APPLICANT **DATE**

Print Name: _____

X _____

APPLICANT **DATE**

Print Name: _____

PLEASE NOTE:

- This application must be signed by ALL the owners or ALL the contract purchasers of the subject property.
- If this application is signed by the contract purchaser(s), the contract purchaser is also certifying that the Contract Vendor has been notified.
- The applicant or a representative should be present at all public hearings.
- No approval will be effective until the appeal period has expired.
- Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at https://sos.oregon.gov/business/Pages/find.aspx.

URBAN ACCESSORY DWELLING UNIT (ADU)
SUPPLEMENTAL INFORMATION FORM

Urban ADU standards can be found in Community Development Code (CDC) Section 430-2, Urban Accessory Dwelling Unit. Definitions are found in CDC Section 106-70. Visit the CDC online: bit.ly/comdevcode.

1. Number of urban ADUs proposed:

A maximum of two (2) urban ADUs are allowed in conjunction with a primary detached dwelling unit inside an urban growth boundary (ADU).

How many urban ADUs are proposed with this application? _____

Does the lot or parcel have an existing primary detached dwelling? ☐ Yes ☐ No

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

☐ Yes Building permit number: _____

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

What is the total habitable floor area of the primary detached dwelling? _____ square feet

Will the proposed urban ADU(s) be constructed to comply with the dwelling unit standards of the Uniform Federal Accessibility Standards (UFAS) for accessibility? ☐ Yes ☐ No

If "Yes," describe how the urban ADU(s) will meet UFAS: _____

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

A. ☐ One (1) ATTACHED URBAN ADU.

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

What is the total habitable floor area of the proposed attached urban ADU? _____ square feet

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

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

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

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

Will the proposed attached urban ADU share a common wall with the primary detached dwelling?
☐ Yes ☐ No

NOTE: An attached urban ADU may not exceed 800 square feet in total habitable floor area.

B. ☐ One (1) DETACHED URBAN ADU.

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

A detached urban ADU must be located at or behind at least one street-facing wall of the primary detached 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 lot or parcel 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 location of the detached urban ADU meet these standards? ☐ Yes ☐ No

Total habitable floor area of the proposed detached urban ADU: _____ square feet

NOTE: A detached urban ADU may not exceed 800 square feet in total habitable floor area.

3. Allowed height of proposed urban ADUs:

The height of an urban ADU may not exceed the height of the primary detached dwelling. When an urban ADU isabove a lawful detached accessory building, the total height of the structure may not exceed the height of the primary detached dwelling.

What is the height of the proposed urban ADU? _____

What is the height of the primary detached dwelling? _____

4. Access:

An urban ADU(s) is not required to have off-street parking. If parking and vehicle access is proposed for an urban ADU(s), **please indicate below and show on the site plan**.

☐ Urban ADU(s) will share the driveway access with the existing primary detached dwelling; no changes to the existing driveway.

☐ Urban ADU(s) will share the driveway access with the existing primary detached dwelling; shared driveway access will be relocated.

☐ Urban ADU(s) will have its own driveway access separate from the existing primary detached dwelling.

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