



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
155 N. 1st Avenue, #350-13
Hillsboro, OR 97124
Ph. (503) 846-8761 Fax (503) 846-2908
<http://www.co.washington.or.us>

Application Instructions for Accessory Dwelling Units (ADUs)

Standards for accessory dwelling units are found in Community Development Code (CDC) Section 430-2.

The CDC can be accessed here: www.co.washington.or.us/devcode. 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, and R-15NB. **Accessory dwelling units are not allowed in rural land use districts.**

1. Submittal Requirements

The items listed below must be included in the ADU application submittal. If additional information is needed after the submittal, staff will contact the applicant or the applicant's representative.

- 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 11"x17" sized 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.). Also label the kitchen sink and appliance locations and toilets, bathing facilities and sinks in bathrooms. The total square footage of the ADU must be included on the plan. If the proposed ADU will be accessible, show on the plans 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. Interior access from the primary dwelling to an ADU is prohibited.

- C. **A BUILDING ELEVATION PLAN of the exterior of the proposed ADU** drawn to scale on 11"x17" sized paper. The building elevation plan must show the exterior of all sides of the ADU including features such as the windows, exterior doors and stairs, decks and covered porches. Also show the height of each side of the ADU measured from finished grade to the midpoint of the highest peak of the structure. 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.

For detached ADUs proposed over an accessory structure, 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 11"x17" 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 Washington County Operations and Maintenance Division at (503) 846-7623 for standards and permitting information;
- The location of Significant Natural Resources, floodplain and drainage hazard areas; and,

2. **Pay Fees**

Refer to the Current Planning fee schedule. Full payment of application fees is required at the time of submittal. The fee schedule is found here:

<https://www.co.washington.or.us/LUT/Divisions/CurrentPlanning/Fees/index.cfm>

Accessory Dwelling Unit Application Fee: _____

NOTE: The transportation development tax, school construction excise tax, metro construction excise tax and/or a park system development charge will be assessed for all ADUs prior to the issuance of the building permit to construct the ADUs. To view the current rates of these taxes and charges, visit www.co.washington.or.us/tdt and click on “Residential SDC Estimation Table” under the “TDT Calculation” heading.

If you have any questions regarding the Washington County Community Development Code standards or application requirements for an accessory dwelling unit, please contact Current Planning at 503-846-8761 or at lutdev@co.washington.or.us.

After Current Planning has issued an approval for this application, a building permit for the ADU will be required. Please contact Building Services at 503-846-3470 for building permit information.



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Accessory Dwelling Unit Application

CASEFILE #: _____
(to be assigned by Washington County)

APPLICANT:

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

APPLICANT'S REPRESENTATIVE: NOTE: The Applicant's Representative will be the primary contact for the County.

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

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

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

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

ASSESSOR MAP AND TAX LOT NUMBER: _____

SITE ADDRESS: _____

SITE SIZE: _____

EXISTING USE OF SITE: _____

PROPOSED 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
APPLICANT DATE
Print Name: _____

X
 OWNER CONTRACT PURCHASER DATE
Print Name: _____

X
APPLICANT DATE
Print Name: _____

PLEASE NOTE:

- o This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- o If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified
- o The Applicant or a Representative should be present at all Public Hearings.
- o No approval will be effective until the appeal period has expired.
- o 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 <http://www.filinginoregon.com>

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 106-6. THE CDC CAN BE FOUND HERE: WWW.CO.WASHINGTON.OR.US/DEVCODE

1. Number of ADUs proposed:

A maximum of two (2) ADUs may be 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? _____ YES _____ NO

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.

What is the 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)? _____

NOTE: 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

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.

Does the proposed ADU meet these standards? _____ YES _____ NO

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 on the site plan how ADU access will be provided.

_____ 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

Note: New and driveways and relocated driveways are subject to access spacing standards and sight distance requirements.