



Planning/Engineering Review for an Accessory Dwelling Unit

This application is intended to be submitted with a building permit application for an accessory dwelling unit (ADU). An ADU is a second dwelling unit created on a lot with a house, attached house, or manufactured home. The second unit is created auxiliary to, and is always smaller than, the house, attached house, or manufactured home. The ADU includes complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. The Planning (P) and Engineering (E) Divisions may be reached at 503.783.3800, Monday-Friday from 8am-5pm on business days. Once you have a final plan, please submit your application with all associated materials and the fee to the Planning Division at HVWorks.com. No changes will be allowed once the application has been submitted. Though the City does not regulate Covenants, Conditions, and Restrictions (CC&Rs) or other private restrictions, we encourage you to review any restrictions identified on your property title. Submission of an application authorizes city representatives access to the property as may be needed to verify the site conditions and assure the terms and conditions of the permit have been followed.

Applicant

Name: _____ Address: _____

Phone: _____ Email Address: _____

Builder/Contractor

Name: _____ Address: _____

Phone: _____ Email Address: _____

Site Address _____ Map and Tax Lot(s): _____

Square Footage of ADU: _____ Is the ADU: ☐ Attached ☐ Detached (Size of Detached Structure: _____)

To qualify as attached, the ADU must be attached to the dwelling by a fully enclosed common wall. Hallways, storage areas, breezeways, "I" beam or similar connections, roofs, decks or stairways do not qualify as attaching a structure.

1. Zoning (P)

The subject site must be zoned to allow for an accessory dwelling unit (ADU). ADUs are allowed in the FU-10, R-40, R-20, R-15, R-10, R-8.5, R-7, R-5, MUR-S, SFA, MUR-A, and VTH zoning districts. See staff if you are in a different zoning designation.

What is the zoning designation of the subject site? _____

2. Applicability (P)

One ADU is permitted on a lot with a detached house (including manufactured homes) or a townhome (attached house). ADUs are not permitted in a middle housing land division.

What is the existing use of the site? ☐ Detached House ☐ Townhome ☐ Other: _____

Are there any other ADUs onsite? ☐ Yes ☐ No

Is the site associated with a middle housing land division? ☐ Yes ☐ No

3. Conditions of Approval/Plat Restrictions (P/E)

Some lots have limitations or special requirements onsite such as special setbacks, design requirements, or avoiding sloped portions of the lot/environmentally sensitive areas/easements. The Planning Division may assist in providing a copy of prior approvals.

Are there any Limitations or Requirements from Previous Land Use Reviews? ☐ Yes ☐ No

4. Applicable Overlay Zones (P/E)

Identify all overlay districts on your property by calling the Planning Division or checking the [online map](#). If an overlay district is present, additional review may be required.

- | | | |
|---|--|--|
| <input type="checkbox"/> Steep Slopes Development Overlay (P) | <input type="checkbox"/> Historic Properties Overlay (P) | <input type="checkbox"/> Natural Resources Overlay (P) |
| <input type="checkbox"/> Flood Management Overlay (P) | <input type="checkbox"/> Major Utility Corridor (E) | <input type="checkbox"/> None |

5. Location of ADU (P)

The ADU may be created by converting existing living area, adding floor area to an existing structure, or a new structure. To qualify as attached, the ADU must be attached to the dwelling by a fully enclosed common wall. Hallways, storage areas, breezeways, "I" beam or similar connections, roofs, decks or stairways do not qualify as attaching a structure.

Does the ADU include any of the Following?

- | | | |
|--|-------------------------------|---|
| <input type="checkbox"/> Conversion of an Existing Area in a | <input type="checkbox"/> Home | <input type="checkbox"/> Detached Structure |
| <input type="checkbox"/> Addition to a | <input type="checkbox"/> Home | <input type="checkbox"/> Detached Structure |
| <input type="checkbox"/> New Detached Structure | | |

6. Size of ADU (P)

The size of an ADU is limited. ADUs may not be larger than 50% of the habitable square footage of the home (excluding attached garages). The square footage includes space above and below ground with a clear ceiling height of at least seven feet. Roofed porches, exterior balconies, or other similar areas, unless they are enclosed by walls that are more than 42 inches in height for 50% or more of their perimeter and vents, shafts, courtyards, stairwells, elevator shafts, rooms designed and used for the purpose of storage and operations of maintenance equipment and enclosed or covered parking areas are excluded. In addition, ADUs that are detached or attached by a breezeway or similar may not exceed 1,000 square feet.

1. Habitable Square Footage of the Home.....
2. Size of the ADU.....
3. Line 2 Divided by Line 1 and Multiplied by 100.....

7. Lot Coverage (P)

The portion of a lot that is covered by buildings (excluding eaves), decks, stairways and entry bridges that are more than 30 inches above grade is limited. Please verify that your lot coverage will be met after the proposed construction.

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5
Max. Lot Coverage	20%	30%	35%	40%	45%	50%	SF: 50% DU/TRI: 60%

☐ Not Applicable, the ADU will not increase a building footprint.

1. Square Footage of All Existing Building Footprints and Decks/Stairways over 30" in Height _____
2. Square Footage of Proposed Building Footprints and Decks/Stairways over 30" in Height _____
3. Total Square Footage of all Building Footprints and Decks/Stairs over 30" in Height (Line 1+2) _____
4. Total Square Footage of Property _____
5. Line 3 Divided by Line 4 and Multiplied by 100 _____

8. Building Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line) for the proposed construction. Please check your property plat or title for easements that may increase the distance that is needed between the property line and structure.

☐ Not Applicable, the ADU is not a new structure and will not increase the size of a building.

Zoning Designation: _____
Proposed Closest Front Setback: _____
Proposed Closest Right Side Setback: _____
Proposed Closest Left Side Setback: _____
Proposed Closest Rear Setback: _____

Roof eaves, fireplaces and other projections which are not on the ground are allowed up to 2 feet into the setbacks.

Are any projections proposed? ☐ Yes ☐ No

What is the Furthest Projection? _____ Up to 2ft Allowed.

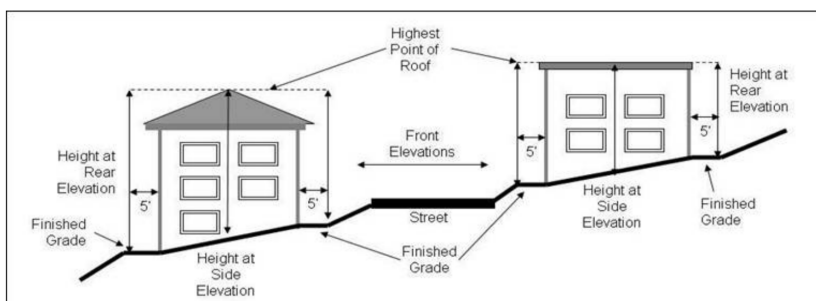
Type of Projection? ☐ Eve/Roof ☐ Fireplace ☐ Other: _____

The side and rear setbacks for accessory structures up to 200 square feet in size and 14 feet in height may be reduced to 3 feet for the accessory structure and its projections.

Minimum Zoning Setback	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S
Building Front	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'
Covered Front Porch <20% of Building Line	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'
Covered Front Porch ≥20% of Building Line	15'	15'	15'	15'	15'	15'	15'	15'
Uncovered Front Porch/Deck or ≥30" in Height	15'	15'	15'	15'	15'	15'	15'	15'
Building Interior Side	15'	10'	7'	7'	5'	5'	5'	5'
Building Corner	15'	15'	15'	15'	15'	15'	8'	8'
Uncovered Porch/Deck ≥30" in Height Behind Building	3'	3'	3'	3'	3'	3'	3'	3'
Covered Rear Porch/Deck	10'	10'	10'	10'	10'	10'	10'	10'
Building Rear	22'	22'	22'	22'	22'	22'	20'	20'
Garage	N/A	N/A	N/A	22'	22'	22'	Street Access: 22' Alley Access: 22' Foundation 6' Upper Floors	Street Access: 22' Alley Access: 22' Foundation 6' Upper Floors

9. Building Height (P)

Detached ADUs may not exceed 50% of the height of the home or 26', whichever is higher. Attached ADUs must comply with the height limit of the zoning district. The maximum building height in the R-40, R-15, R-10, R-8.5, R-7, and R-5 zone is 45ft at the front elevation and 49ft at the side and rear elevations. The height of a building is measured from the lowest point of elevation of the finished grade 5ft from the building to the highest point of the coping of a flat roof or the highest gable of a pitched or hipped roof (excluding broadcast towers or antennas). The height applies to new structures, modifications and conversions in detached structures.



Building Height Proposed

Front: _____ Rear: _____

If Over 26', What is the Height of the Home? _____

10. Minimum Landscaping Area (P)

20% of the gross developable lot area must be landscaped with any combination of living plants i.e.: trees, shrubs, plants, vegetative groundcover, or turf grasses, and may include structural features such as fences, benches, works of art, reflective pools, or fountains. Bark dust or rock gardens without plantings do not qualify as landscaping. The following assures that installation of the new structure will not reduce the landscaping below the minimum requirement.

☐ Not Applicable, the ADU is not a new structure and will not increase a building footprint.

1. Square Footage of Site..... _____
2. Square Footage of Landscaping..... _____
3. Line 2 Divided by Line 1 and Multiply by 100.. _____ Must be ≥20%

11. Landscaping in Front of the Dwelling (P)

A minimum of 50 square feet of landscaping is required in front of the home on private property (excludes planter strip area between the sidewalk and the street). Barkdust or rock gardens without plantings do not qualify as landscaping.

☐ Not Applicable, the ADU is not a new structure and will not increase a building footprint.

Square Feet of Landscaping Located in Front of the Dwelling: _____ Must be ≥ 50 Sq. Ft.

Please Indicate the Type of Landscaping Proposed: ☐ Grass/Groundcover ☐ Shrubs ☐ Trees ☐ Other: _____

12. Tree Removal (P)

Approval from the Planning Division is required prior to removal of trees in the right-of-way or onsite.

Is Tree Removal Proposed? ☐ Yes File Number: _____ ☐ No

13. Retaining Walls and Fences (P)

The construction or expansion of a retaining wall associated with the development may require additional permitting. Note that walls are not allowed in utility or access easements.

Is a New or Modified Retaining Wall with a Maximum Height of 4ft-12ft Proposed? ☐ Yes ☐ No

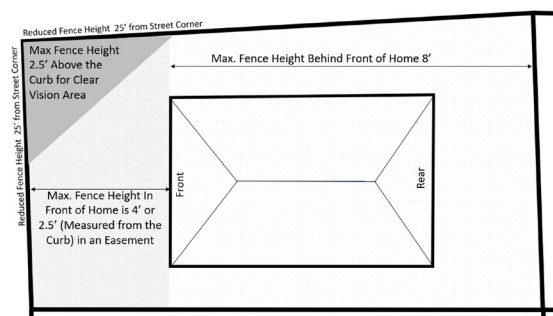
If so, a separate building permit from the Building Division is required. Retaining walls may be tiered to avoid a taller wall.

Is a New or Modified Retaining Wall with a Maximum Height 12ft or Over Proposed? ☐ Yes ☐ No

If so, a separate building permit from the Building Division and a Design Review permit from the Planning Division are required.

Is Fencing Proposed? ☐ Yes ☐ No

If so, please contact the Planning Division to learn more about fence requirements. Generally, fences may be up to 4ft in front of a home and 8ft alongside and behind a home (measured at the highest point of the fence). The fence may be up to 8ft in height 30ft from the front property line regardless of the home location. To allow for visibility at intersections, the height is limited to a maximum of 2.5ft above the curb within 25ft of the intersection. Building permits are needed for fences 7ft or higher.



14. Driveway (E)

New driveways, changes to existing driveways, or changes to the use of a property must meet associated driveway requirements. Driveway requirements may be found in the City's [Engineering Design Manual Chapter 3](#), Section 10 Driveways (Pages 25-26) and in Engineering's [Residential Driveway Policy](#). Contact the Engineering Division for additional information.

Is a New Driveway or a Modification to the Existing Driveway Proposed? ☐ Yes ☐ No

If not, the remaining portion of this section is not required.

Driveways are required to meet sight distance and clear vision requirements per [LDC 16.50.030.B.17-19](#) and the City's [Engineering Design Manual, Chapter 3](#). For most local streets, the required intersection sight distance is 280ft. (For steep driveways or driveways located on streets with higher speed limits or more than two lanes, please reference [AASHTO requirements](#). An engineer may be able to help you determine the required minimum sight distance.)

Will the driveway meet the sight distance and clear vision requirements without modification? ☐ Yes ☐ No

Is trimming or removing existing vegetation on the site or within the public right-of-way proposed to increase site distance? A Tree Removal Permit is required for all tree removal If yes, please describe ☐ Yes ☐ No

One driveway is allowed per frontage, unless approved by the City Engineer.

How Many Total Driveways are: Existing: _____ Proposed: _____ Total: _____

Driveways serving more than one lot require an access and maintenance easement/agreement benefiting each lot prior to building permit issuance. Private Drives/Alleyways serving lots without frontage onto a public street shall be placed in a Tract.

Is the Proposed Driveway Serving more than One Lot? ☐ Yes ☐ No
If yes, please submit a copy of the maintenance easement/agreement.

Are any of the lots without frontage onto the public roadway? ☐ Yes ☐ No
Contact Engineering for additional requirements.

Residential driveway approach widths are limited to half the parcel frontage width, with a minimum approach width of 12ft and a maximum of 35ft. The width is measured at the edge of a driveway where it abuts a public Right-of-Way.

What Driveway Width is Proposed at the Right-of-Way? _____

The maximum driveway grade is 12%. Driveways shall be graded to prevent any road runoff from entering private property.
Do the driveway grades meet these requirements? ☐ Yes ☐ No

Properties with more than one frontage must have access from the lowest street classification. The classifications may be found on the City's [online map](#). Example, a property at the intersection of a major road and a local street must place the driveway on the local street.

Does the Property have More than One Frontage? ☐ Yes ☐ No
Is the Driveway on the Lowest Classification Street? ☐ Yes ☐ No

Driveways on designated collectors, minor arterials, and major arterials must meet the following distances for access spacing.

Note: Special access spacing standards may be established in corridor management plans or master plans.

A Design Exception Request will be required if the access spacing requirements are not met.

Is the Property Located on a Collector, Minor Arterial, or Major Arterial? ☐ Yes ☐ No
If yes, does it meet the access spacing requirements below? ☐ Yes ☐ No

	Minimum Access Spacing w/Full Access	Minimum Access Spacing w/Restricted Right In/Out Access	Proposed
Major Arterial	1,000'	500'	
Minor Arterial	600'	300'	
Collector	400'	200'	

Driveway design must comply with standard detail drawings [270](#) and [285](#). Does the driveway comply? ☐ Yes ☐ No

15. Stormwater (E)

Stormwater flow control and/or water quality requirements exist for projects that create $\geq 5,000$ square feet of new or replaced impervious surface. Contact WES at 503.742.4567 for additional information.

Square Footage of all New or Replaced Impervious Surface (Asphalt, Concrete, Buildings/Structures): _____

Does the Proposal use Fuel Dispensing, Major Material Storage, a Washing Facility, Heavy Chemical Use, or Land with Known Contamination? ☐ Yes ☐ No

Submittal Checklist

- ☐ **Building Plans Drawn to Scale**
- ☐ **Building Elevations (Drawings of the Side Profile of the Proposed Structure) Drawn to Scale with the Proposed Topography 5' from the Building**
- ☐ **Site Plan Drawn (Birds Eyes View) at 1" = 20' or 1" = 30' Scale with All of the Following:**
 - Property Line Dimensions as Shown on Recorded Plat or Survey
 - Footprint of Existing and Proposed Structures (Measured from the Foundations)
 - Dimensions Proposed Structure is Setback from Each Property Line
 - Finished Floor Elevations of Home and Garage
 - Finished Ground Elevations of Property Corners, Building Corners, & Driveway Curb Drops at Face of Curb
 - Location of Driveway Apron and Slope of Driveway
 - Location, Size, and Species of all Street Trees and Planter Strip Vegetation along the Frontage and Within 15'
 - Location of all Landscaping onsite and Type of Landscaping
 - Retaining Wall Locations and Top/Toe Elevations

- Proposed and Existing Contours at 1' Intervals. Please Indicate if no Grading is Proposed.
- Label and Dimension the Locations of all Easements, Sidewalks, & Curbs
- Locations of Wells, Septic Systems and Other Utilities including Power Services, Gas Services, Water Services, Storm and Sanitary Laterals, Catch Basins, Utility Vaults, Utility Poles, Fire Hydrants
- Square Footage of New Impervious Surfaces including Roof (and Overhangs), Driveway, Sidewalks, Patios, other Hardscape (such as Pavers)