



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Planning & Public Works Development Services Review for

Accessory Dwelling Unit

Please complete this packet and submit with your building permit application which needs to include a site plan drawn to scale. ***If any*** section of this packet is incomplete, it will be returned.

Planning Division (P) Approval By: _____ Date: _____

Development Services (DS) Approval By: _____ Date: _____

Please refer to the following chapters of the Oregon City Municipal Code: **17.20.010, 17.08, 17.10, and 17.14** to complete this form. OCMC 17.04.015 - "Accessory Dwelling Unit" (ADU). "Accessory Dwelling Unit" (ADU) means a residential dwelling unit located on the same lot as one 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.

For additional information regarding processes, fees, restrictions, etc., contact:

Planning (**P**) at 503-722-3789 or ocplanning@orccity.org and

Public Works - Development Services (**DS**) at 971-204-4601 or ocpublicworks@orccity.org.

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Proposed ADU: ☐ Conversion of existing space in home ☐ New detached
☐ Conversion of existing detached building ☐ New addition to home

1. Applicable Overlay Zones, Plans or Fees

Please identify all overlay districts identified on your Property Zoning Report available from [OC WebMaps / Oregon City, OR](#). If any of the items below are marked, additional review may be needed.

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

Staff Only: Additional Review Required? Yes No Initial_____

2. 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 [OC WebMaps / Oregon City, OR](#).

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Staff Only: Plat Restrictions Approved?	Yes	No	Initial_____
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3. Building Height and Setbacks (P)

Identify the building height and the setbacks (distance between the proposed foundation/support and the property line). Refer to the Dimensional Standards Table on the back page of this application for details. Provide building and site plans with all the dimensions below.

Access structures (e.g. stairs or ramps) may be allowed with the setback if no access can be provided to the unit without encroaching into the setback area.

Zoning Designation: _____ Closest Left Setback: _____
 Building Height: _____ Closest Right Setback: _____
 Closest Garage Setback: _____ Closest Rear Setback: _____
 Closest Front Setback: _____ Closest Rear Porch Setback: _____

Detached ADUs only:

Is the ADU 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

Staff Only: Building Height and Setbacks met?	Yes	No	Initial_____
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4. Lot Coverage for ADUs (P)

The percentage of a lot that is covered by structures that are ≥ 200 sq ft., excluding porches and decks, shall not exceed the maximum lot coverage for the zoning district.

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

1. _____ Square footage of all existing building footprints over 200 square feet (excluding decks/porches)
2. _____ Square footage of all proposed building footprints over 200 square feet (excluding decks/porches)
3. _____ Total Square footage (line 1 +2)
4. _____ Total Square footage of property
5. _____ Line 3 divided by line 4 and multiplied by 100

☐ Not Applicable

Staff Only: Lot Coverage Approved?	Yes	No	Initial_____
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5. ADU Eligibility (P)

One ADU is permitted for each detached single-family dwelling unit. ADUs are permitted in all residential zones but not on the same lot as a middle housing dwelling unit (duplex, triplex, cottage cluster, etc.).

Zoning of property: _____

Is the property developed with middle housing or townhomes? ☐ Yes ☐ No

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

6. 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 (square feet): _____
Total square feet of enclosed floor area, excluding any garages or basement storage areas.
2. Total size of the proposed structure (square feet): _____
3. Size of ADU as a percentage of primary dwelling: _____
[Accessory Dwelling Unit (sqft) ÷ Primary Dwelling (sq ft.)] x 100

Staff Only: Size approved? Yes No Initial _____

7. Applicability of Design Standards (P)

Review **OCMC 17.20** for additional information.

Will the ADU be in a new detached building? ☐ Yes ☐ No

Will the ADU be in an existing accessory building that is proposed to be expanded? ☐ Yes ☐ No

If you answered 'no' to all of the questions in this section, proceed to question #9.

If you answered 'yes' to any of the questions in this section, please proceed to question #8.

8. Design (P)

The exterior finish materials shall be similar in type, size and placement to those on the primary dwelling unit. Windows shall include the same trim type and size as the primary dwelling, with a minimum trim width of 2 inches.

	Primary Dwelling Unit	Proposed Accessory Dwelling Unit
Siding Material		
Roofing Material		
Window Material		
Trim Type		
Trim Size (2" minimum)		
Projection of Eaves		

Staff Only: Design approved? Yes No Not Applicable Initial _____

9. Home Design Elements (P)

Does the proposal include the 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 the questions in this section, proceed to question #10.

If you answered 'yes' to any of the questions in this section, the front of the home shall include 5 of the following design elements.

1. ____ Dormers.
2. ____ Gable roof or Hip roof.
3. ____ Building face with 2 or more offsets of ≥16 inches. Number of offsets _____

Staff
Only

☐
☐
☐

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 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 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? Yes No Initial ____

10. 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: ____

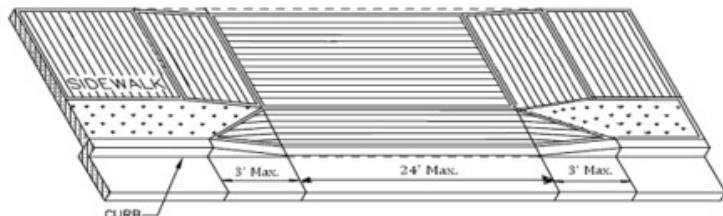
Number of driveways proposed: ____

☐ Not Applicable (No driveway or access taken from alley)

Staff Only: Number of Driveways Approved? Yes No Not Required Initial_____

11. 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.



Minimum Driveway approach Width is 10 feet.
Maximum Driveway approach Width is 24 feet.

Middle Housing Combined Driveways may be up to 36 feet wide when all other standards are met. Driveway design to meet OC504/OC504A.

Width of driveway proposed: _____ Ft Width of wings proposed: _____ Ft ☐ Not Applicable

Staff Only: Driveway Width Approved? Yes No Not Required Initial_____

12. Stormwater (DS)

New projects may require stormwater improvements.

Stormwater flow control and/or water quality requirements exist for projects that creates:

5,000 square feet of new or replaced impervious surface

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

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? Yes No Initial_____

13. Grading (DS)

The placement or removal of fill on a property may require additional review and permits.

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? Yes No Initial_____

Staff only

PW/DS Comments: _____

Approved? Yes No Initial

Turn this completed packet in with your building permit application packet.

Note: There may be more information required once your application has been reviewed.