



## WASHINGTON COUNTY

Dept. of Land Use & Transportation  
Planning and Development Services  
Current Planning  
155 N. 1<sup>st</sup> 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 Unit

Standards for an Accessory Dwelling Unit are found in CDC Section 430-117.1 Accessory Dwelling Units are **only allowed in certain land use districts as follows: R-5, R-6, R-9, R-15, R-24, R-25+, TO:R9-12, or TO:R12-18.**

### 1. Submit the following:

- A. Completed **Accessory Dwelling Unit Application** included in this packet, with date and original signature of the property owner.
  - B. A **detailed FLOOR PLAN of the Accessory Dwelling Unit**, drawn to scale. The plan shall identify all spaces, bathrooms and fixtures, bedrooms, kitchen and fixtures, all entrances and the total floor area square footage of the unit. Include the front, rear and side elevations. NOTE: If the Accessory Dwelling Unit is part of the existing house, the floor plan needs to show the floor square footage of the **entire** house, as well as clearly identifying all portions of the house, in addition to the identification of all portions of the accessory dwelling unit.
  - C. An accurate **site plan of the property**, drawn to scale. The plan shall show building setbacks, property lines and dimensions, all structures on the property with use identified, location and dimensions of the off-street parking area for both the house and the accessory dwelling unit, location and dimensions of all driveways, distance between the front of the house and the single family accessory dwelling unit, dimensions of the side and rear yard and square footage of the side and rear yards.
  - D. Photograph of the front of the existing house, photograph of the rear of the existing house and a photograph of each side of the existing house.
  - E. Completed **Accessory Dwelling Unit Supplemental Information Form** included in this packet.
  - F. Copy of Washington County's **Official Tax Map** that contains the subject property. Available either from Current Planning or online at <http://washims.co.washington.or.us/InterMap/>
2. **Pay Fees:** Please refer to the current copy of the Current Planning fee schedule and remit required payment when submitting the application. Checks payable to: *Washington County*.

**Accessory Dwelling Unit:** \_\_\_\_\_

**NOTE: Transportation development taxes, school construction excise taxes, metro construction excise taxes and Tualatin Hills Park and Recreation District system development charges are applicable to Accessory Dwelling Units and are payable at issuance of the building permit.**

If you have any questions regarding the Washington County Community Development Code standards or application requirements for a Single Family Accessory Dwelling Unit, please contact Current Planning at 503-846-8761.

Once land use approval of this application has been received, a building permit for the Accessory Dwelling Unit **will** be required. Please contact Building Services at 503-846-3470 for building permit information.



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**Accessory Dwelling Unit Application**

CPO: \_\_\_\_\_ COMMUNITY PLAN: \_\_\_\_\_

**EXISTING LAND USE DISTRICT:**

- \_\_\_\_\_ R-5
- \_\_\_\_\_ R-6
- \_\_\_\_\_ R-9
- \_\_\_\_\_ R-15
- \_\_\_\_\_ R-24
- \_\_\_\_\_ R-25+
- \_\_\_\_\_ TO:R9-12 or TO:R12-18

**ASSESSOR MAP AND TAX LOT NUMBER:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**SITE SIZE:** \_\_\_\_\_

**EXISTING USE OF SITE:** \_\_\_\_\_

**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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  
SUPPLEMENTAL INFORMATION FORM**

1. One accessory dwelling unit may be provided in conjunction with a detached single family dwelling.

***Does the site have an existing detached single family dwelling?***

**Yes**    **No**

***Will the proposed accessory dwelling unit be the only accessory dwelling unit on the site?***

**Yes**    **No**

2. The accessory dwelling unit may not be occupied prior to occupancy of the primary dwelling.

***Is the primary dwelling currently occupied?***

**Yes**    **No**

3. Either the primary or accessory dwelling unit shall be occupied by the property owner at any time the accessory dwelling unit is occupied.

***The property owner shall:***

***Continue to reside in the existing dwelling; OR***

***Reside in the proposed accessory dwelling unit***

4. A minimum contiguous rear or side yard outdoor area of 450 square feet must be provided, of which no dimension shall be less than 10 feet.

***Is the required rear or side yard being provided?***

**Yes**    **No**

***What is the square footage of the required yard area?***

\_\_\_\_\_

***Does the site plan clearly show the required yard area with its dimensions, of which none are less than 10 feet?***

**Yes**    **No**

5. The accessory dwelling unit shall contain a kitchen, bathroom and sleeping area that are completely independent of the primary dwelling.

**Does the floor plan for the accessory dwelling unit clearly show a separate kitchen, bathroom and sleeping area for the accessory dwelling unit, all of which have been labeled?**

**Yes**    **No**

6. At least one off-street parking space (a minimum of 8.5 feet wide by 20 feet long) shall be provided for the accessory dwelling unit.

**Is the required off-street parking space being provided?**

**Yes**    **No**

**Is it clearly shown and labeled as “Accessory Dwelling Unit Parking Space”, with dimensions, on the site plan?**

**Yes**    **No**

7. None of the entrances to the accessory dwelling unit shall face the front property line.

**The entrance(s) to the accessory dwelling unit face(s) the:**

**Side property line AND/OR**

**Rear property line**

8. A home occupation (or home-based business) shall not be conducted from either the primary or accessory dwelling units, except as provided for by Section 201-2.18.

**Are any home occupations currently being conducted from the primary dwelling?**

**Yes**    **No**

**Are any home occupations planned at this time for the primary dwelling?**

**Yes**    **No**

**Are any home occupations planned at this time for the accessory dwelling unit?**

**Yes**    **No**

9. The proposed accessory dwelling unit is: (select one of the three options below and answer the questions underneath the selected option)

**Part of the same structure as the primary dwelling**

What is the total floor area of the existing dwelling (excluding the attached garage and expansions for additional floor area)? \_\_\_\_\_

What is the floor area of the interior accessory dwelling unit? (cannot exceed 50% of the total floor area – excluding the attached garage – of the existing dwelling) \_\_\_\_\_

Does the accessory dwelling unit share a common wall, roof and foundation with the primary dwelling and are these three common features clearly shown and labeled on the floor plan?

\_\_\_ **Yes** \_\_\_ **No**

\_\_\_ ***Added to or over an attached or detached garage***

Is the existing garage attached to the house or separated from the house? \_\_\_\_\_

What is the total floor area of the accessory dwelling unit? (if part of a detached garage, cannot exceed 800 square feet of all-inclusive floor area – not just the footprint) \_\_\_\_\_

If the accessory dwelling is added over a garage, the primary dwelling must be at least two stories. How many stories is the primary dwelling? \_\_\_\_\_

\_\_\_ ***Constructed as a detached single-story structure***

What is the total floor area of the accessory dwelling unit? (cannot exceed 800 square feet of all-inclusive floor area – not just the footprint) \_\_\_\_\_

A detached accessory dwelling unit must be located either behind the primary dwelling or a minimum of 20 feet behind the front façade foundation of the primary dwelling.

Is the Accessory Dwelling Unit behind the primary dwelling? \_\_\_ **Yes** \_\_\_ **No**

If “NO”, is the Accessory Dwelling Unit at least 20 feet behind the front façade foundation of the primary dwelling? \_\_\_ **Yes** \_\_\_ **No**

How far from the side property line is the accessory dwelling unit? \_\_\_\_\_

How far from the rear property line is the accessory dwelling unit? \_\_\_\_\_

**10.** Describe how the exterior appearance of any construction necessary for the accessory dwelling unit is consistent with the exterior of the primary dwelling, including building materials, window treatments, colors, roofing, architectural style and other architectural features. **(Refer to similarities in the attached photographs.)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_