



**CITY OF PHILOMATH**

980 Applegate Street  
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Philomath, OR 97370

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www.ci.philomath.or.us

**A P P L I C A T I O N**

**ACCESSORY DWELLING UNIT**

**Application Fee: \$ 150**

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

**PROPERTY OWNER(S) INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Interest in Property (*Owner, Purchaser, Agent, etc.*): \_\_\_\_\_  
Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

**PROPERTY INFORMATION** (*Attach Site Plan*)

Site Address: \_\_\_\_\_  
Assessor's Map & Tax Lot Number(s): \_\_\_\_\_  
Existing Structures: \_\_\_\_\_  
Current use(s) of the property: \_\_\_\_\_

Attached site plan should show existing buildings, driveway, public and private easements, proposed ADU location, property line setbacks, and pedestrian pathways.

## LOT COMPLIANCE

Zone: \_\_\_\_\_ Lot coverage including all structures: \_\_\_\_\_ %

Property Line Setbacks:

	Proposed	Required		Proposed	Required
Front	_____	_____	Rear	_____	_____
Garage	_____	_____	Deck	_____	_____
Side (L/R)	_____/_____	_____/_____			

## STRUCTURAL COMPLIANCE

Proposed ADU: \_\_\_\_\_ SQFT  Attached to existing SFD  Detached Structure

Structure complies with  Oregon Structural Specialty Code  Manufactured Dwelling

# of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_ Proposed ADU Height: \_\_\_\_\_ FT

## ACCESS & PARKING COMPLIANCE

Driveway: width: \_\_\_\_\_ FT grade: \_\_\_\_\_ % construction type: \_\_\_\_\_  
(Driveways in excess of 12% grade must show additional building construction compliance with Oregon Fire Code.)

Is any portion of existing or proposed building located more than 150ft. from a public right-of-way or approved access drive?  No  Yes → (include Fire Department approved fire turnaround on site plan)

Paved off-street parking: In garage: \_\_\_\_\_ Outside: \_\_\_\_\_ New Parking: \_\_\_\_\_

## UTILITY CONNECTION

Connected to primary structure  Directly connected to City services (SDCs due)

## FLOODPLAIN

Is the subject lot within Zone A or Zone AE?  No  Yes → Zone: \_\_\_\_\_

If yes, attach site plan showing flood zone and structure location and complete the following:

- Attach Floodplain Development Permit (FDP)
- Attach Pre-Construction Elevation Certificate (if required)
- Do not begin site preparation (grading) until after FDP approval.

## OVERLAY CONDITIONS

Are there wetlands on the property as shown on the City's Local Wetlands Inventory?  No  Yes → The Oregon Department of State Lands will be notified of this application. Any land disturbance prior to DSL approval is at the owner's risk. DSL may require a wetland delineation. If one has already been prepared, attach it to the application.

Historic Resource?  No  Yes → If yes,  On Inventory  On Register

Geologic Hazard/Steep Slope?  No  Yes → \_\_\_\_\_

## ACCESSORY DWELLING UNIT APPROVAL (PMC 18.105.030(B))

An accessory dwelling is an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling. Accessory dwellings, where allowed, are subject to review and approval through a Type I procedure and shall conform to all of the following standards:

1. Oregon Structural Specialty Code. The structure complies with the Oregon Structural Specialty Code;
- ~~2. Owner Occupied. The primary or accessory dwelling shall be owner occupied when located within the Low Density Residential R-1 zone. Alternatively, the owner may appoint a family member as a resident caretaker of the principal house and manager of the accessory dwelling;~~
3. One Unit. A maximum of one accessory dwelling unit is allowed per lot;
4. Floor Area. The maximum floor area of the accessory dwelling shall not exceed 900 square feet and shall be comprised of no more than 2 bedrooms and no more than 1 bathroom and no more than one attached garage of not more than 300 square feet;
5. Building Height. The building height of new detached accessory dwellings (i.e., separate cottages) shall not exceed 25 feet or the height of primary dwelling, whichever is less;
6. Buffering. A minimum four-foot hedge or fence may be required to buffer a detached accessory dwelling from dwellings on adjacent lots, when buffering is necessary for the privacy and enjoyment of yard areas by either the occupants or adjacent residents.
7. Setbacks. Rear and side yard setbacks shall be the same as those for the primary dwelling. The front of the accessory structure shall be no closer to the front property line than the primary dwelling;
8. Off-street Parking. 1 additional off-street parking space is required;
9. Road Approach. The road approach shall be shared with the primary dwelling;
10. Utilities. Water, sewer and stormwater utilities may be connected to the primary dwelling without requiring payment of additional system development charges. If utilities are not connected to the primary dwelling, system development charges for water, sewer, stormwater, transportation and parks shall be required prior to issuance of a building permit; and
11. Variances. Variances from these standards due to specific situations of the subject property may be recommended by the Public Works Director and approved by the Planning Official.

**Signature(s)**

Owner Signature	Date
Applicant Signature <i>(if different from owner)</i>	Date

*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

Internal File Number: \_\_\_\_\_ ePermitting File Number: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Public Works Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planner Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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