



Accessory Dwelling Unit (ADU) – Type 2

Project Information		<i>(Applicant: complete this section)</i>
Applicant Name:	Phone:	
Company (if applicable):	Email:	
Mailing Address:		
Applicant's Rep.:	Phone:	
Company:	Email:	
Mailing Address:		
Property Owner:	Phone:	
Company:	Email:	
Address:		
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
		City <input type="checkbox"/> UGB <input type="checkbox"/>
Size of Property:		
		Acres <input type="checkbox"/> Square Feet <input type="checkbox"/>
Type of ADU: ___ Conversion of part of house (describe existing use) _____		
(check one) ___ Conversion of accessory structure (describe existing use) _____		
___ Addition to house ___ New detached dwelling		
Zoning of Residential Property: ___ R-1 ___ R-2 ___ R-3		
Signatures: <i>Please sign and print your name and date in the appropriate box on the next page.</i>		
Required Property Information		<i>(City Intake Staff: complete this section)</i>
Associated Cases:		
Case No.:	Date:	Reviewed by:
Application Fee: \$	Technical	Postage Fee: \$0
TOTAL FEES: \$		PROJECT NUMBER:

Signatures

Applicant:	The undersigned acknowledges that the information in this application is correct and accurate.
_____	Date: _____
Signature	

Print	

Owner:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Accessory Dwelling Unit Application Process

1. Applicant Submits an Accessory Dwelling Unit Application to the Development Services Department

- The application must conform to the *Accessory Dwelling Unit Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Accessory Dwelling Unit Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type 2 decision, made after public notice, but without a public hearing. Unless appealed, this application is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- **Type 2 applications within the Historic Overlay District** will be reviewed by the Historical Commission. The Historical Commission acts as the Development Review Committee for issues involving Section 3.3.900 Historical Overlay District.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Planning Commission.

Accessory Dwelling Unit Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - Refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, technology, and notice fees are collected at the time of complete application submittal.
- Accessory Dwelling Unit Application Form**
- Narrative** - Explain the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Accessory Dwelling Unit Development and Design Standards described in SDC 5.5.125 and 5.5.130.
- One (1) Copy and one (1) digital copy of the following sheets** (See SDC Section 5.1.215 for details and exceptions):
 - Plot Plan** - Include the following Existing and Proposed:
 - The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation
 - Property lines including dimensions and size of the property
 - Name and location of abutting street(s) and alley(s)
 - Proposed accessory dwelling unit and its relation to the primary dwelling, showing location, dimensions, height, setbacks from property lines, entrance locations, and the septic tank and drain field (if applicable)
 - Existing structures, fences, walls, including required outdoor storage and garbage areas; showing location, dimensions, and setbacks from property lines
 - Proposed structures, fences, walls, including required outdoor storage and garbage areas; showing location, dimensions, and setbacks from property lines
 - Percentage of the lot covered by existing and proposed structures
 - Location of utilities, meters, and septic facilities if applicable
 - Location of existing driveways, curb-cuts and required off-street parking areas
 - Location of existing sidewalks and walkways and required pedestrian walkway
 - Existing and proposed trees and landscaping
 - Detailed Floor Plan of the ADU** - Drawn to scale with labels on rooms indicating proposed uses
 - Elevation Drawing of the ADU** - Include Exterior finish materials
 - Roof pitch
 - Window placement and sizes
 - Window and door trim
 - Dimensions of eaves
 - Height of accessory dwelling

Proof of Ownership – Deed or other recorded document.