City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
planning@springfield-or.gov

Accessory Dwelling Unit (ADU) – Type 2

Project Information	***(Applicant: Complete This Section)***	
Applicant Name:	**Phone:**	
Company (if applicable):	**Email:**	
Mailing Address:		
Applicant's Rep:	**Phone:**	
Company:	**Email:**	
Mailing Address:		
Property Owner:	**Phone:**	
Company:	**Email:**	
Mailing Address:		
Assessor's Map No:	**Tax Lot No(s)**	
Property Address:	☐ City	☐ UGB
Size of Property	☐ Acres	☐ Square Feet
Type of ADU: (check one)	☐ Conversion of Part of House (describe existing use) _____	
	☐ Conversion of Accessory Structure (describe existing use) _____	
	☐ Addition to an existing dwelling	☐ New Detached Dwelling
Land Use District:	☐ R-1 ☐ R-2 ☐ R-3	

Required Project Information	***(City: Complete This Section)***	
Associated Cases:		
Case No.:	**Date:**	**Reviewed By:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $**
Total Fees: $	**Project No.:**	

Signatures

Applicant:

The undersigned acknowledges that the information in this application is correct and accurate.

Signature **Date**

Print

Owner:

The undersigned acknowledges that the information in this application is correct and accurate.

Signature **Date**

Print

Accessory Dwelling Unit Application Process

Springfield Development Code (SDC) 3.2.275, the Accessory Dwelling Unit (ADU) process is intended to provide the opportunity to add accessible and affordable units to existing neighborhoods and new residential areas; provide the flexibility to accommodate changes in household size or composition over the course of time, allowing for intergenerational living and on-site caretakers or assistants; make efficient use of residential land; and fit into the neighborhood while maintaining stability and property values.

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 *Master Fees & Charges Schedule* for the appropriate fee. A copy of the fee schedule is available at the Development & Public Works Department or online at www.springfield-or.gov. The applicable application and administrative fees are collected at the time of complete application submittal.
- ❑ **Accessory Dwelling Unit Application Form**
- ❑ **Narrative** A separate written response how the Accessory Dwelling Unit meets the required Development and Design Standards described in SDC 3.2.275(F) and (G).
- ❑ **One (1) Copy of a Plot Plan, Floor Plan, and Elevation Drawings** demonstrating compliance with the Submittal Requirements and the Design and Development Standards listed below.
- ❑ **Submittal Requirements:**
  - □ 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
  - □ The proposed accessory dwelling unit and its relation to the property lines
  - □ The primary dwelling and other structures on the lot or parcel including fences and walls
  - □ Existing and proposed trees and landscaping
  - □ Lot or parcel area and dimensions, percent of lot or parcel coverage, building height, entrance locations; location of utilities and meters, curb cuts, sidewalks (public and private) and off-street parking area
  - □ Stormwater destination and/or facility
  - □ A detailed floor plan of the accessory dwelling unit, drawn to scale with labels on rooms indicating uses or proposed uses
- ❑ **Development Standards:** An accessory dwelling unit must meet the following standards:
  - □ Must meet all applicable clear and objective standards in SDC 3.2.275 that apply to the primary dwelling including, but not limited to setbacks, height, lot or parcel coverage
  - □ Must contain a kitchen, bathroom, and sleeping area that are completely independent from the primary dwelling
  - □ Must not exceed 800 square feet or the size or the square footage of the primary dwelling (exclusive of the garage for the primary dwelling) whichever is less.
  - □ Must have an entrance that is separate from the entrance to the primary dwelling
  - □ A hard surface walkway, a minimum of three feet wide, must be provided from the primary entrance of the accessory dwelling unit to the street or walkway serving the primary dwelling
  - □ Each dwelling unit must have its own address
  - □ Outdoor storage and garbage areas must be screened from view from adjacent properties and those across the street or alley with a minimum 42-inch tall 100-percent sight obscuring fence or enclosure on at least three (3) sides
  - □ If a manufactured home or a towable structure (that is permitted, inspected, and approved by the local authority having jurisdiction) is brought to the site as an accessory dwelling unit, it must have its tongue and towing apparatus removed

Design Standards. A Type 1 accessory dwelling unit within or attached to the main dwelling must match the primary dwelling. A newly constructed detached Type 1 accessory dwelling unit must match the primary dwelling or meet the clear and objective standards. Conversion of a structure permitted under SDC 4.7.105(A) to an accessory dwelling unit is not required to meet the design standards and may be approved under a Type 1 procedure; however, exterior alterations such as those necessary to meet building codes must meet relevant design standards below (match primary dwelling or meet clear and objective standards).

Match Primary Dwelling. An accessory dwelling unit may be approved under Type 1 procedure if it meets the following design standards except that these standards may be altered when necessary to meet current fire or building codes:

- □ Exterior finish materials must be the same as or visually match those of the primary dwelling in terms of type, size, and placement.
- □ Roof pitch must be the same as the predominant roof pitch of the primary dwelling.
- □ The trim around the doors and windows must be the same type and finish as the primary dwelling.
- □ Windows must match those of the primary dwelling in terms of proportion (height and width ratio) and orientation (vertical vs. horizontal).
- □ Eaves must project from the accessory dwelling unit addition the same distance as the eaves on the primary dwelling.

Meet Clear and Objective Standards. A detached accessory dwelling unit may be approved under Type 1 procedure if it meets the following design standards:

- □ Only non-reflective siding and roofing materials are allowed.
- □ Minimum roof pitch is 3 in 12.
- □ Eaves must project from the accessory dwelling unit at least one foot on all elevations.
- □ The primary entry must have a covered or roofed entrance with a minimum depth and width of three feet.

Non-Conforming Lot or Parcel Sizes

- □ Accessory dwelling units are not permitted on lots/parcels that do not meet the applicable minimum lot or parcel size stated in SDC 3.2.215.

Prohibited Use

- □ Mobile homes, recreational vehicles, motor vehicles, and travel trailers cannot be used as an accessory dwelling unit. Manufactured Homes and towable structures that are permitted, inspected, and approved by the local authority having jurisdiction are allowed.