City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477

Middle Housing Process & Checklist for Cottage Cluster

	(Applicant: Complete This Section)
Applicant Name:	
Email:	**Phone:**
Builder/Contractor Name:	
Assessors Map & Tax Lot No.:	
Property Address:	
Size of Property (in acres or sq. ft.):	
Subdivision Name, *if applicable:*	

City Intake Information		***(City: Complete This Section)***
Associated Cases:		**Reviewed By:**
Case No.:		**Date:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $0.00**
Total Fees: $	**Project No.:**	

Signatures

Owner/ representative:	The undersigned acknowledges that the information in this application is correct and accurate.	
	Signature	**Date**
	Print	

Middle Housing Application Process

This application is intended to be submitted with a building permit application for a new cottage cluster or conversion of an existing structure to a cottage cluster. Cottage Cluster is a flexible site development or subdivision that allows four or more dwelling units, either attached, detached, or grouped together around shared open space. Cottage Cluster development may be approved under a Type 1 procedure if consistent with the applicable standards. For questions, the Development and Public Works Department can be reached at 541-726-3753, 8am - noon and 1pm – 4pm Tuesday-Friday.

1. Applicant submits a middle housing application to the Development Services Department.

- The application must conform to the *Middle Housing Submittal Requirements Checklist* on page 3 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Middle Housing Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City staff conduct detailed completeness check

- Planning 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

- Middle Housing applications could be approved under a Type 1 procedure concurrently with a Building Permit. Type 1 decision is made without public notice or a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and property owner the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

Middle Housing Submittal Requirements Checklist

The following items are required for Type 1 Plan Review

- ❑ **Land and Drainage Alteration Permit (LDAP)**
  All new dwellings require an LDAP.

- ❑ **Complete sets of legible plans including site plan**

  □ On 11 x 17 paper at minimum

  □ Must be drawn to scale, showing conformance to applicable local and state building codes, to include the following:

  Site/plot plan

  □ Drawn to scale with scale indicated (ex: 1:10, 1:20)
  □ North arrow
  □ Adjacent street names and street elevations shown
  □ Building setback dimensions (distances from property lines)
  □ Location of easements and driveway
  □ Location of utilities and how they are connected (water, sanitary sewer, stormwater)
  □ Show all existing and proposed structures, indicating height of all structures inclusive of ridgelines
  □ Footprint of all structures (including decks, porches, roof covers)
  □ Location of wells/septic systems
  □ Lot dimensions
  □ Building coverage and percentage of impervious surface in hillside areas
  □ Site topography in 2'-0" increments including surface drainage
  □ Show orientation of structures

- ❑ **Elevation views**

  □ Provide all the elevations for new construction/renovation/addition

  □ Exterior elevations must reflect the existing and proposed grade if the change in grade is greater than two feet at building footprint

Conditions of Approval/Plat Restrictions

Some properties have limitations or special requirements that must be considered when building occurs onsite that were recorded as conditions of approval with a previous land use decision for the property or recorded as a note on a final subdivision plat. Examples include special setbacks, design requirements, or avoiding sloped portions of the property/environmentally sensitive areas/easements.

There may be additional restrictions on development contained in Covenants, Conditions and Restrictions (CC&Rs) that apply to the site. The City does not regulate CC&Rs or other private restrictions but encourages applicants to review any restrictions identified on the property title.

1. Are there any site-specific limitations or requirements from previous land use reviews?
   ☐ Yes ☐ No

2. If yes, please identify requirement:

Middle Housing Land Division

A middle housing land division can be used to create lots or parcels for each of the units in a cottage cluster for some scenarios. Refer to SDC 5.12.200 for details. Middle housing land divisions can be proposed at different stages of the development process. The land division does NOT change the development from a cottage cluster to single unit dwellings: cottage cluster standards continue to apply to the original site and to the dwelling units proposed on the individual lots or parcels.

Important Note: A middle housing land division can also be filed following building construction; consult with the Development & Public Works Department about any factors to consider at the permitting and construction phase that may influence viability of a future middle housing land division. Depending on how the development is constructed, a division of the units may not be able to occur.

1. Has a middle housing land division been approved for this site? ☐ Yes ☐ No

2. If Yes, please provide the preliminary or final plat:

3. Do you plan to divide the units through a middle housing land division? ☐ Yes ☐ No

4. Is a middle housing land division preliminary plat being filed concurrently with this application? ☐ Yes ☐ No

Land Use District

The subject site must be zoned to allow for cottage clusters, which are allowed in conformance with cited code standards in the R-1, R-2, and R-3 land use districts.

1. What is the land use district of the subject property?:

Overlay Districts

Please identify all the overlay districts affecting your property. If an overlay district is present, additional review may be needed. If you are unsure about the overlay districts on your property, please call the Development & Public Works Department at 541-726-3753.

- ☐ Historic Overlay
- ☐ Floodplain Overlay
- ☐ Hillside Development Overlay

Development Type

Select the type of Cottage Cluster proposed:

- ☐ New construction of 4 or more units
- ☐ Addition of new dwelling units to create a Cottage Cluster

Number of proposed new units:

Coverage Standards – See SDC 3.2.225 for all coverage standards

The maximum allowed building footprint size for each new cottage dwelling unit is 900 sq. ft. For each cottage, 200 sq. ft. for an attached garage or carport is exempt from the 900 sq. ft. maximum. Detached garages, carports, or other accessory structures not exceeding 400 sq. ft. are exempt from the 900 sq ft maximum footprint. Accessory structures must not exceed 400 square feet in floor area.

Note: If a cottage cluster has been or is proposed to be divided by a middle housing land division, per SDC 5.12.200, the coverage standards are applied to the existing property prior to division.

1. What is the maximum footprint for each cottage dwelling unit?
2. If attached carport or garage is proposed, what is the maximum floor area?
3. If a detached structure is proposed, what is the maximum floor area?

Building Setbacks - see SDC 3.2.220 for all setback standards

Identify the building setbacks; a summary of the minimum setbacks are found in the table below. Provide the associated building and site plans with all the required dimensions. Please check your property plat or title for easements that may increase the distance that is needed between your property lines and any structure.

Setbacks	R-1	R-2	R-3
Front	10 feet, except for a garage or carport		
Side	5 feet	10 feet when abutting an R-1 district 5 feet when not abutting an R-1 district	
Rear	10 feet for the primary structure		

Building Height – see SDC 3.2.260(H). The maximum building height of structures in a cottage cluster project is 35 feet.

Eaves, chimneys, fireplace enclosures, chimney chases, bay windows up to 8 feet in width, and window wells are allowed to encroach into the front, side, and rear setbacks by no more than 2 feet, provided there is a minimum setback of 3 feet from the property line.

1. Do any of these features project into the setback? ☐ Yes ☐ No
2. What is the furthest projection (≤2' Required)?

An unenclosed covered or uncovered porch, patio, deck, or stoop with a maximum floor height not exceeding 18 inches is allowed to be set back a minimum of 6 feet from the front property line, if it does not encroach into a public utility easement.

1. Do any of these features project into the setback? ☐ Yes ☐ No
2. What is the furthest projection?

Orientation and Common Courtyard – See SDC 3.2.260(I) for all courtyard design standards

Cottages must be clustered around a common courtyard or must be directly connected to it by a pedestrian path. A minimum of 50% of cottages within a cluster must be oriented to the common courtyard. The common courtyard must be a common single contiguous space and must contain a minimum of 150 sq. ft. per cottage unit. The common courtyard must be a minimum of 15 feet wide at its narrowest dimension. Cottages must abut the common courtyard on at least 2 sides of the courtyard.

1. How many units within a cluster are oriented towards the common courtyard?
2. What is the total common courtyard area (in sq. ft.) provided?

Water and Electric Meters

Springfield Utility Board requires all dwellings with a separate address to have a separate meter for water and electric. Contact Springfield Utility Board at 541-746-8451

Parking and Driveway – see SDC 3.2.260 (N), 4.6.100, 4.2.100 for all parking standards

Parking is not required, however if parking is proposed with this development, parking design standards in SDC 4.6.120 must be met. Parking spaces may also be provided in a garage or a carport.

1. How many parking spaces proposed with this development?

New driveways, changes to existing driveways, or changes to the use of a property must meet associated driveway requirements. See SDC 4.2.120.

2. Is a new driveway or modification to the existing driveway proposed? ☐ Yes ☐ No
3. If no, the remaining portion of this section is not required.
4. What is the street classification of the street(s) fronting the property?
5. How many total driveways are existing or proposed?
6. What is the total width of all existing and proposed driveways?
7. Is the proposed driveway serving more than one lot? ☐ Yes ☐ No
8. What driveway width is proposed at the right-of-way?
9. What is the total street frontage of the property?
10. Percentage of street frontage proposed as driveway(s):
11. Does the property have more than one frontage? ☐ Yes ☐ No
12. If yes, is the driveway on the lowest classification street? ☐ Yes ☐ No

Stormwater – See SDC 3.2.250 (C) for stormwater standards

Stormwater flow control and/or water quality requirements exist for projects that create ≥5,000 square feet of new or replaced impervious surface. Contact Development & Public Works Engineering Division for additional information.

1. What is the square footage of all new or replaced impervious surface (asphalt, concrete, buildings/structures)? _____

Pedestrian Access – See SDC 3.2.260 (L) for pedestrian access standards

1. An ADA accessible pedestrian path must be provided that connects the main entrance of each cottage to the following:
   (a) The common courtyard;
   (b) Shared parking areas;
   (c) Community buildings; and
   (d) Sidewalks in public rights-of-way abutting the site or rights-of-way if there are not sidewalks.
2. The pedestrian path must be hard-surfaced and a minimum of 4 feet wide.

Windows – See SDC 3.2.260 (M)

1. Cottages within 20 feet of a street property line must meet any window coverage requirement that applies to detached single-unit dwellings in the same residential land use district.

Parking Design – See SDC 3.2.260 (O)

If parking is provided, the design standards found in SDC 4.6.115 must be met.

1. Clustered Parking. Off-street parking may be arranged in clusters, subject to the following standards.

   (a) A cottage cluster project with fewer than 16 cottages is permitted to have parking clusters of not more than 5 contiguous spaces in each parking cluster.

   (b) A cottage cluster project with 16 cottages or more is permitted to have parking clusters of not more than 8 contiguous spaces in each parking cluster.

   (c) Parking clusters must be separated from other spaces and other parking clusters by at least 4 feet of landscaping.

   (d) Clustered parking areas may be covered.

2. Parking Location and Access.

   (a) Off-street parking spaces and vehicle maneuvering areas must not be located:

      (i) Within 5 feet from any street property line, except alley property lines; or

      (ii) Between a street property line and the front façade of cottages located closest to the street property line. This standard does not apply to alleys.

   (b) Off-street parking spaces must not be located within 5 feet of any other property line, except alley property lines. Driveways and drive aisles are permitted within 10 feet of other property lines.

3. Driveway Approach. Driveway approaches must comply with the applicable standards in SDC 4.2.120.

4. Screening. Landscaping, fencing, or walls at least 3 feet tall must separate clustered parking areas and parking structures from common courtyards and public streets.

5. Garages and Carports.

   (a) Garages and carports (whether shared or individual) must not abut common courtyards.

   (b) Individual attached garages up to 200 square feet in size are exempt from the calculation of maximum building footprint for cottages.

   (c) Individual detached garages must not exceed 400 square feet in floor area.

   (d) Garage doors for attached and detached individual garages must not exceed 20 feet in width.