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

Middle Housing Process & Checklist for Single Unit Dwelling or Duplex

		(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 duplex or conversion of a single-unit detached dwelling into a duplex.

Note: Detached single-unit dwellings and duplexes on lawfully created lots or parcels within City limits, or in the City's urbanizable area that are less than five acres, may be approved under a Type 1 procedure concurrently with a building permit. The criteria for the Type 1 approval of a detached single-unit dwelling or duplex is consistency with the applicable standards for a detached single-unit dwelling in the underlying land use district. For questions, The Development and Public Works department can be reached at 541-726-3753, 8am -12pm 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 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)
    - □ Footprint of structure (including decks, porches, roof covers)
    - □ Location of wells/septic systems
    - □ Lot dimensions
    - □ Building coverage and percentage of impervious surface in hillside areas
    - □ Show all existing and proposed structures on-site, indicating height of all structures inclusive of ridgelines
    - □ Site topography in 2'-0" increments including surface drainage
    - □ Show orientation of structures

Conditions of Approval/Plat Restrictions

Some lots 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 lot/environmentally sensitive areas/easements.

There may be additional restrictions on development contained in Covenants, Codes 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 two units in a duplex 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 duplex into two single-unit dwellings: duplex 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 intend to divide these 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 duplexes, which are allowed 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 duplex proposed:

Note: In the instance where a development can meet the definition of a duplex and also meets the definition of a primary single unit dwelling with an Accessory Dwelling Unit (ADU), the applicant must specify whether the development is a duplex or a primary single unit dwelling with an ADU. The application will be reviewed according to the standards and criteria applicable to the applicant's election.

- ☐ New construction duplex (two units)
- ☐ New construction duplex (one of two units)
- ☐ Conversion of existing single-unit detached dwelling to a duplex
- ☐ Single unit dwelling with an ADU

Coverage Standards – See SDC 3.2.225 for all standards

The following lot coverage standards apply to duplex development in all Residential Districts. Lot coverage is the area of the lot that is covered with structures. Refer to the following standards for lot coverage standards that may apply to the site.

Note: If a duplex has been or is proposed to be divided by a middle housing land division, per SDC 5.12.200, the maximum coverage standards are applied to the middle housing lot.

Applicable to Development	Impervious Surface Coverage or Lot Coverage	R-1	R-2	R-3
	Lots or parcels with more than 15% slope or above 670 ft in elevation.	**35% maximum impervious surface**		
	Lots or parcels of less than or equal to 4,500 sq.ft.	**60% maximum impervious surface**		
	Lots or parcels of 4,500 sq.ft. or larger	**45% maximum lot coverage**		

Select the standard that applies to the proposed development

Building Setbacks - see SDC 3.2.220 for all 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		
Garage or carport	18 feet from any property line or back of sidewalk, whichever is closer		
Side	5 feet	10 feet when abutting an R-1 district 5 feet when not abutting an R-1 district	
Rear	10 feet forthe primary structure		

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? _____

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 4.6.100, 4.2.100 for all standards

Parking is not required, however if parking is proposed, design standards in 4.6.120 must be met.

A minimum of one off-street parking space per dwelling is required onsite. See SDC 4.6.125

1. How many parking spaces proposed?

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. What is the 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)

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): _____