



**CITY OF BEAVERTON**

Community Development  
Department

**Planning Division**

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**OFFICE USE ONLY**

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**FILE NAME:** \_\_\_\_\_

**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_

**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_

**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

**ACCESSORY DWELLING UNIT APPLICATION**

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**Note:** A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

**PROPERTY INFORMATION (REQUIRED)**

**SITE ADDRESS:** \_\_\_\_\_

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXISTING USE OF SITE:** \_\_\_\_\_

**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_

**PRE-APPLICATION DATE:** \_\_\_\_\_

## ACCESSORY DWELLING UNIT SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).  
     ▪ *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed copy** of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please include the following:
- Provide a description of the location of the proposed modifications, materials to be used, sizes, colors, and square footage as appropriate to the situation. You may include copies of illustrations from catalogs to *supplement* the narrative.
  - Address all applicable provisions of Chapter 60 (Special Regulations)
  - Address all applicable provisions of Chapter 20 (Land Uses)
  - Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**
- |   |   |
|---|---|
| <p><input type="checkbox"/> Existing building area: _____ sq. ft.<br/>Proposed building modification: _____ sq. ft.</p> <p><input type="checkbox"/> Existing building height: _____ ft.<br/>Proposed building height: _____ ft.</p> <p><input type="checkbox"/> Existing parking area: _____ sq. ft.<br/>Existing number of parking spaces: _____</p> | <p><input type="checkbox"/> Proposed parking modification: _____ sq. ft.<br/>Proposed number of parking spaces: _____<br/>Proposed use: _____<br/>Parking requirement: _____</p> <p><input type="checkbox"/> Existing landscaped area: _____ sq. ft.<br/>Percentage of site: _____ %<br/>Proposed landscape modification: _____ sq. ft.<br/>Percentage of site: _____ %</p> |
|---|---|

## PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

### ***Include all of the following information:***

- A. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- abutting streets
  - parking
  - property lines
  - driveways
  - setbacks
  - landscaped areas
  - structures
  - proposed square footages
  - existing easements and utilities located within 25 feet of any proposed outside modifications
  - existing and approved vehicular, pedestrian, and bicycle connections

Also, if the proposal changes the amount of existing parking spaces or striping in any way, you must document how many spaces currently exist, how many are required for the existing/proposed use, and how the net result is not less than the minimum number of required spaces. To calculate the required number of parking spaces, indicate the square footage of the building dedicated to each use.

- B. ARCHITECTURAL ELEVATIONS:** Submit **three (3) copies** of drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

- C. COLOR PHOTOGRAPH:** Provide **one (1)** color photograph (minimum size 3"X5") that shows the front elevation of the primary dwelling unit

*I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## ACCESSORY DWELLING UNIT APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for an Accessory Dwelling Unit shall address compliance with all of the following Approval Criteria as specified in 40.05.15.1.C-13 of the Development Code:

- The proposal satisfies the threshold requirements for an Accessory Dwelling Unit application.
- All City application fees related to the application under consideration by the decision making authority have been submitted.
- The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
- The proposal is consistent with all applicable provisions of Chapter 60 (Special Regulations) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Regulations) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- There is only one detached dwelling on the subject site.
- The proposed accessory dwelling unit is no more than fifty percent (50%) of the gross floor area of the primary detached dwelling or 800 square feet, whichever is less.
- The proposal is not located over any easement.
- The exterior finish materials of the proposal are the same as the detached dwelling in terms of type, size, placement, and finish.
- The roof pitch of the proposal matches the roof pitch of the detached dwelling.
- The trim of the proposal is the same as the detached dwelling in type, size, location, and finish.
- The windows of the proposal match those on the detached dwelling in terms of proportion (height to width ratio) and orientation (vertical vs. horizontal).
- The eaves of the proposal project the same distance as the eaves on the detached dwelling.
- Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.