



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT DEPARTMENT

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PERMIT APPLICATION

Property Information

Address: _____

Lot: _____ Block: _____ Subdivision: _____

Map: _____ Tax Lot: _____ Zone: _____

Overlay Zone _____

Historic Classification: _____

Historic Inventory Area: _____

Applicant and Owner Information

Applicant's Name(s): _____

Applicant's Signature(s): _____ Date: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

On behalf of Property Owner's Name _____

Signature of Owner(s): _____ Date: _____

Mailing Address: _____

Business Name (if applicable) _____

For Office Use Only

File Number: _____ Type: _____

Received By: _____ Fee Paid: _____

Submitted Date: _____ Check/Cash/Card: _____

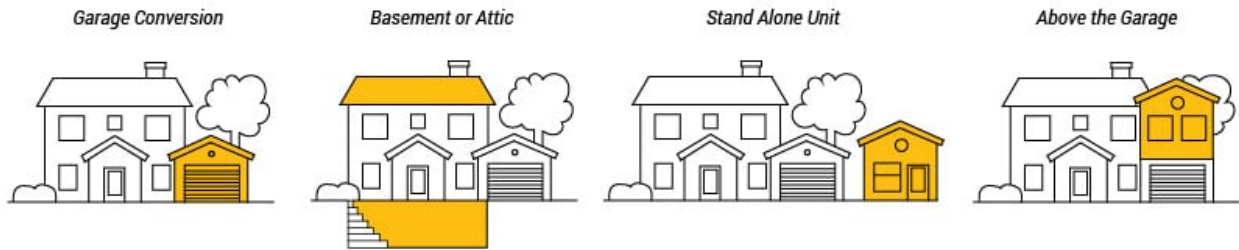
Land Use Designation: _____ LWI Designation: _____

Application Complete: _____ 120 Days: _____

Tentative Hearing Date: _____ Email/Web Notice: _____

Mailed Notice: _____ Newspaper Notice: _____

Posted Notice on Site: _____ Packets out: _____



FILING INFORMATION: The Accessory Dwelling Unit (ADU) Application to create a new dwelling is a Type I land use review; meaning, the review process will result in a staff-level decision and does not require a commission hearing or public notice. Since every project is unique, there may be some situations where you will be asked to provide additional information. Please refer to the following chapters of the City of Astoria Development Code to complete this form: Section 1.400 (Definitions); Article 2 (outright uses for your zone); and Section 3.020 (Accessory Dwelling Units). Any time a new dwelling is created, certain requirements must be met. The ADU proposal may trigger review with other departments or agencies. The Planning Division will review only complete applications. This review is to be completed *prior* to submitting applications for Building and/or Public Works Permits. **ADU Application Fee: \$100**

1. PROPOSAL

- 1(a).** The proposed ADU will be:
- a conversion of an existing detached structure. Is the proposed ADU a garage or carport conversion? No Yes
 - new construction of a detached structure.
 - a newly constructed addition to the existing single-family dwelling.
 - a conversion of existing space within the single-family dwelling. Basement Attic Other: _____

1(b). TOTAL sq ft of the existing single-family dwelling: _____ [if more than one level, breakdown sqft]
 Basement: _____ sqft 1st Floor: _____ sqft 2nd Floor: _____ sqft 3rd Floor: _____ sqft

1(c). If ADU will be located within the existing single-family dwelling, what is the proposed ADU sq ft?: _____

1(d). If ADU will be located in a detached structure, what is the proposed ADU sq ft?: _____

1(e). The ADU will have: # Bedrooms: _____ # Bathrooms: _____ Studio/open floor plan Kitchen

1(f). At the time of this application, does the ADU already exist? No Yes - *provide additional information below*
 Was it in existence prior to January 1, 2004? No Yes Approximate date of construction: _____
 Was it permitted? (ADU planning permit and/or building permits) No Yes

Explain: _____

If "existing" ADU was not permitted, it will need to be legalized through permits as if the work was not already done. All building codes must also be met, i.e., egress, fire suppression, etc., and pass inspection by the building official to receive a "Certificate of Occupancy." A Type II application (public noticing) is required for ADUs existing prior to January 1, 2004 that do not meet the current code requirements for an ADU.

1(g). Will you be requesting a new street address for the ADU? No Yes

1(h). Project Description (attach additional documents as necessary): _____

2. DEVELOPMENT

Skip to Question 2(e) if proposed ADU is an internal conversion of an existing space; no change to footprint.

If your proposal includes the construction of an *addition* to an existing structure OR construction of an entirely *new* structure for the ADU, please begin with question 2(a).

2(a). List sq. ft. for each *existing* structure. Examples: house, garage, carport, shed, deck, etc - anything 12" above grade.

Total sq. ft. for all structures listed above: _____ sq. ft.

2(b). Is the proposed ADU within the required setbacks? No Yes (See Article 2 for setbacks in your zone)

If No, explain: _____

2(c). Any change to the height of the *existing* building once the ADU addition is completed? No Yes

If yes; from _____ ft to _____ ft

2(d). Is the proposed *new* structure within allowed height? No Yes - proposed height: _____ ft

2(e). Will the ADU have:

- separate utilities and/or meters? No Yes - Sewer Water Gas Electric
- separate heating source? No Yes
- separate water heater? No Yes

2(f). Is your property on one tax lot/parcel? No Yes Lot Size: _____ sq ft.

2(g). Does the *single-family dwelling* have existing off-street parking? No Yes - How many spaces? _____

Note: Existing/required off-street parking spaces may not be eliminated to create an ADU; however, they may be relocated.

2(h). If ADU proposal includes relocating the existing/required off-street parking for the single-family dwelling, please detail new parking plan:

2(i). Do you plan on renting out the ADU for long-term housing? No Yes

2(j). Is the property address associated with a Home Stay Lodging License now? No Yes - Lic#: _____

3. ACCESS

3(a). Where will the entrance door to the ADU be located? _____

3(b). Will the ADU entrance be street-facing? No Yes

3(c). ADUs are not required to have their own off-street parking. If parking and vehicle access is proposed for the ADU, please indicate below (and on the attached site plan) how ADU parking access will be provided:

_____ ADU will share the driveway access with the existing primary dwelling; no changes to the existing driveway.

_____ ADU will share the driveway access with the existing primary dwelling; shared driveway access will be relocated.

_____ ADU will have its own driveway access separate from the primary dwelling.

4. PLANS

The following plans are **REQUIRED** and must be attached to the ADU application:

- **4(a). FLOOR PLAN** drawn to scale for the ADU. The floor plan must show:
 - the location of rooms, walls, windows, doors and stairs;
 - the use of each room labeled, i.e., bedroom, living room, bathroom, etc. Include square footage;
 - kitchens - label sink and appliance locations;
 - bathrooms - label sinks, toilets, type of bathing facilities;
 - utility – washing machine, utility sink, etc;
 - If the ADU will be attached to or part of the existing dwelling, the floor plan must include the information above for the existing dwelling, as well as the proposed ADU.

- **4(b). SITE PLAN** of the property drawn to scale. The site plan must show:
 - property lines and any easements (to research easements on the property, contact the Clatsop County Assessment Department at 503-325-8522 or a title company);
 - all existing and proposed structures on the property labeled with their use and total square footage;
 - the distance (setbacks) from each existing and proposed structure to the property lines;
 - the location and dimensions of existing/proposed driveways serving the existing dwelling and the ADU.

- **4(c). BUILDING ELEVATION PLAN** of the exterior structures drawn to scale. Elevation plan must show:
(Skip this section IF the ADU will be an internal conversion to the existing dwelling AND the exterior doesn't change.)
 - the exterior of all sides of the ADU including features such as the windows, exterior doors and stairs, decks and covered porches;
 - the height of each side of the ADU;
 - For an attached ADU that will be located entirely within an existing single-family dwelling, and the height *will change*, the building elevation must show all existing and proposed features;
 - For detached ADUs proposed over an existing accessory structure (i.e., garage), submit elevation drawings for the existing structure, in addition to the elevation drawing for the proposed ADU.

5. YOU SHOULD KNOW ...

Any time a new dwelling is created, certain requirements must be met. The ADU proposal may trigger review with other departments or agencies, such as –

- Public Works/Engineering Dept: storm water; grading and erosion; street improvements; geo-hazard areas; driveways and curb cuts if modifications to an existing driveway approach is proposed; work in the right-of-way.
- Building Dept: separation between dwelling units; fire/life/safety, including fire suppression; egress.
- Planning Dept: flood zone development; historic review; Overlay Zone design review; lot line adjustment; variances.
- Fire Dept: available water flow to and location of existing hydrants; fire suppression; access improvements.
- Clatsop County: electrical requirements, such as permits and inspections; taxation and assessment.
- Neighborhoods or developments with CC&Rs or HOA.
- In certain cases, building an ADU may also require you to change the size of your utilities. Adding plumbing fixtures may require you to upsize your water service and meter, as well as your sewer/storm building lines.

STAFF USE ONLY

Variance:

Lot Coverage / Existing: _____ % Proposed change to: _____ %

Setbacks / proposed change: _____

Height / proposed change: _____

LLA

Type II Review: ADU in existence prior to Jan. 1, 2004

Historic Review C of A HLC

Within 100 ft of a documented Astoria geo-hazard area

Flood Plain

Reviewed by: _____ Date: _____