



File No. 247-_____
(Office Use Only)

COMMUNITY DEVELOPMENT

ACCESSORY DWELLING UNIT (ADU) PLANNING APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

FEE: _____

1. Complete the application form and provide appropriate signatures. All materials must be submitted on 8.5" x 11" paper or electronically to planning@deschutes.org.
2. This application shall include a plot plan showing all property lines, existing and proposed structures, parking, landscaping, lighting, etc.
3. Attach a copy of the current deed showing the property owner(s).
4. Attach correct fee.
5. All applicable standards and criteria must be addressed in writing prior to acceptance of the application. Construction plans, detailed descriptions, maps and other relevant information must be attached to this application.

Applicant's Name (Print): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Applicant's Email Address: _____

Property Owner Name (if different)*: _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Owner Email Address: _____

1. Property Address: _____

2. Property Description: Township _____ Range _____ Section _____ Tax Lot _____

3. Property Zone(s): _____

4. Property will be served by (Check one): ☐ Sewer ☐ Onsite Disposal System

5. Domestic Water Source: _____

To the best of my knowledge, the proposal complies with all previous conditions of approval and all other applicable local, state, and federal laws. By signing this application, I acknowledge that Deschutes County planning staff may make a site visit(s) to the address(es) listed on this application in order to evaluate the property(ies) with the Deschutes County Code criteria applicable to the land use request(s) submitted. Please describe any special circumstances regarding a potential site visit:

Applicant's Signature:_____ Date:_____

Property Owner's Signature (if different)*:_____ Date:_____

Agent's Name (if applicable):_____ Phone: (____) _____

Mailing Address:_____ City/State/Zip: _____

Agent's Email Address:_____

***If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached.**

SUPPLEMENTAL ADU ZONING REQUIREMENTS

All of the following questions must be answered by the applicant as part of this application.

1. To qualify for an ADU, the property must be located in one of the following Zones:

- RR-10 ▪ MUA-10 ▪ UAR-10 ▪ SR-2 ½ ▪ WTZ

Please provide the following information:

- ☐ There proposed ADU will be located in the _____ Zone.

2. To qualify for an ADU, the property must be at least 2 acres in size or 5 acres in size if located in certain areas of South Deschutes County (see ADU 5-Acre Minimum Map).

Please select one of the following options:

- ☐ The property *is not located* in the identified areas of South Deschutes County and according to DIAL the property is _____ acres.
- ☐ The property *is located* in the identified areas of South Deschutes County and according to DIAL the property is _____ acres.

3. To qualify for an ADU, the property must be at a legal lot of record.

Please provide the following information:

- ☐ The property is a legal lot of record because _____.

4. ADUs are prohibited in the Metolius Area of Critical State Concern. There is one subdivision in Deschutes County affected by this requirement.

Please confirm the following information:

- ☐ The property *is not* located in the Crossroads Subdivision.

5. To qualify for an ADU, there must be a single-unit dwelling (“primary dwelling”) on the property.

Please select one of the following options:

- ☐ There is an existing dwelling on the property.
- ☐ The property owner will be constructing a primary dwelling and an ADU at the same time.
- ☐ The existing dwelling on the property will be converted to an ADU and the property owner will be constructing a new primary dwelling.

6. To qualify for an ADU, the property cannot have an existing guest house, temporary residence for a medical condition, or additional dwelling units except the primary dwelling.

Please select one of the following options:

- ☐ There is no guest house, temporary residence for a medical condition, or additional dwelling units on the subject property.
- ☐ There is a _____ on the subject property. However, it will be demolished, removed, or converted to an allowable use prior to issuance of building permits for the ADU.
- ☐ There is a _____ on the subject property and it will be converted to an ADU.

7. The ADU must comply with the zoning setbacks. In addition, the ADU must be setback at least 100-feet from adjacent properties zoned F-1, F-2, and EFU.

Please select one of the following options:

- ☐ The attached site plan shows compliance with these setback standards.
- ☐ The property owner requests to defer review of these standards to the building permit review process.

8. The ADU can have up to 900 square feet of useable floor area. All areas of the structure’s footprint count towards the usable floor area *except* garages, decks, and covered porches.

Please select one of the following options:

- ☐ The floor plan(s) for the entire structure are attached to this application.
- ☐ The property owner requests to defer review of this standard to the building permit review process.

9. For new construction, some portion of ADU’s useable floor area must be within 100 feet of the primary dwelling. For conversion of an existing structure to an ADU, any portion of the existing structure must be within 100 feet of the primary dwelling.

Please select one of the following options:

- ☐ The attached site plan shows compliance with this standard.
- ☐ The property owner requests to defer review of this standard to the building permit review process.

10. Prior to approval of this application, a septic site evaluation for the ADU must be approved or the sewer authority must confirm the property can be served.

Please select one of the following options:

- ☐ A Septic Site Evaluation has been approved and is attached to this application.
- ☐ A Will Serve Letter from the sewer authority is attached to this application.

11. The property must be served by a fire protection district.

Please provide the following information:

- ☐ The _____ fire protection district serves the property.

12. The roads to the property must provide adequate access for firefighting equipment, safe evacuation and staged evacuation areas.

Please select one of the following options:

- ☐ The subject property is accessed via public roads maintained by the County, City, or State of Oregon.
- ☐ The subject property is accessed via private or public roads that are privately maintained and I have attached the Road Maintenance Agreement.
- ☐ The property owner requests to defer review of this standard to the building permit review process.

13. The onsite driveway(s) to the proposed ADU must provide and be maintained for adequate access for firefighting equipment, safe evacuation and staged evacuation areas.

Please select one of the following options:

- ☐ The driveway will comply with the County's *ADU Driveway Access Requirements* handout.
- ☐ Attached to this application is the required County form and is signed by the Fire Protection District confirming these requirements are met.
- ☐ The property owner requests to defer review of this standard to the building permit review process.

14. A property with an ADU is disqualified from the following:

- A land division that would separate the ADU from the primary dwelling.
- Additional dwelling units.
- A guest house.
- A temporary residence for a medical condition.

Please select the following option:

- ☐ The property owner understands this requirement.

15. If the property is not served by an onsite domestic well, the property owner must submit a letter confirming that the supplier of water is "Willing and Able to Serve" the ADU.

Please select one of the following options:

- ☐ The water source for the subject property is an onsite domestic well.
- ☐ A Will Serve Letter from the water provider is attached to this application.

16. If the property is served by an onsite well, the property owner must contact the Oregon Water Resources Department (Local Office: (541) 306-6885) to confirm the requirements for utilizing an onsite well for the ADU water source.

Please select the following option:

- ☐ The property owner understands this requirement.

17. For properties with an ADU, the primary dwelling and ADU cannot be used for vacation occupancy.

Please select the following option:

- ☐ The property owner understands this requirement and understands a Restrictive Covenant must be recorded at the County Clerk's office prior to issuance of building permits.