

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

**City SDCs Temporarily Waived**

To promote affordable housing, Council has waived the city's System Development Charges (SDCs) for newly permitted Accessory Dwelling Units from July 1, 2017 through June 30, 2019.



**Accessory Dwelling Unit**

**Required Project Information** *(Applicant: complete this section)*

|   |  |                                    |  |
|---|--|------------------------------------|--|
| <b>Applicant Name:</b>  |  | <b>Phone:</b>                      |  |
| <b>Company:</b>   |  | <b>Fax:</b>                        |  |
| <b>Address:</b>   |  |                                    |  |
| <b>Applicant's Rep.:</b>  |  | <b>Phone:</b>                      |  |
| <b>Company:</b>   |  | <b>Fax:</b>                        |  |
| <b>Address:</b>   |  |                                    |  |
| <b>Property Owner:</b>  |  | <b>Phone:</b>                      |  |
| <b>Company:</b>   |  | <b>Fax:</b>                        |  |
| <b>Address:</b>   |  |                                    |  |
| <b>ASSESSOR'S MAP NO:</b>   |  | <b>TAX LOT NO(S):</b>              |  |
| <b>Property Address:</b>  |  |                                    |  |
| <b>Size of Property:</b> Acres <input type="checkbox"/> Square Feet <input type="checkbox"/>  |  |                                    |  |
| <b>Primary Dwelling:</b> sq. ft.  |  | <b>Accessory Dwelling:</b> sq. ft. |  |
| <b>Existing Use:</b>  |  |                                    |  |
| <b>Description of Proposal:</b> If you are filling in this form by hand, please attach your proposal description to this application. |  |                                    |  |

**Signatures:** Please sign and print your name and date in the appropriate box on the next page.

**Required Property Information** *(City Intake Staff: complete this section)*

|                            |                          |                         |
|----------------------------|--------------------------|-------------------------|
| <b>Associated Cases:</b>   |                          |                         |
| <b>Case No.:</b>           | <b>Date:</b>             | <b>Reviewed by:</b>     |
| <b>Application Fee: \$</b> | <b>Technical Fee: \$</b> | <b>Postage Fee: \$0</b> |
| <b>TOTAL FEES: \$</b>      |                          | <b>PROJECT NUMBER:</b>  |

## Signatures

|                   |  |
|-------------------|--|
| <b>Applicant:</b> | The undersigned acknowledges that the information in this application is correct and accurate. |
| _____             | <b>Date:</b> _____   |
| <b>Signature</b>  |  |
| _____             |  |
| <b>Print</b>      |  |

|                  |   |
|------------------|---|
| <b>Owner:</b>    | If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. |
| _____            | <b>Date:</b> _____  |
| <b>Signature</b> |   |
| _____            |   |
| <b>Print</b>     |   |

## **Accessory Dwelling Unit Application Process**

### **1. Applicant Submits an Accessory Dwelling Unit Application to the Development Services Department**

- The application must conform to the *Accessory Dwelling Unit Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Accessory Dwelling Unit Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

### **2. City Staff Conduct Detailed Completeness Check**

- Planning Division 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 be 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**

- This is a Type I decision and thus is made without public notice and without 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 any party of standing a copy of 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.

## Accessory Dwelling Unit Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Accessory Dwelling Unit Application Form**
- Copy of the Deed**
- Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Accessory Dwelling Unit Design Standards described in SDC 5.5-130.
- Deed Restriction** ensuring the accessory dwelling unit cannot be sold separately from the primary dwelling and stating that the property owner resides on the property (see pp. 5-6 of the application packet). Recording of the deed restriction is a condition of approval.
- Three (3) Copies of a Plot Plan** Including the Following:
  - The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation
  - Dimensions and size of the property
  - Name and location of abutting street(s)
  - Proposed accessory dwelling unit and its relation to the primary dwelling, showing location, dimensions, height, setbacks from property lines, and entrance locations
  - Existing structures, showing location, dimensions, and setbacks from property lines
  - Percentage of the lot covered by existing and proposed structures
  - Location of utilities and meters
  - Location of required off-street parking areas
  - Location of required pedestrian walkway
  - Existing and proposed trees and landscaping
- Three (3) Copies of a Detailed Floor Plan of the ADU**, drawn to scale with labels on rooms indicating proposed uses
- Three (3) Copies of an Elevation Drawing of the ADU** Including the Following:
  - Exterior finish material
  - Roof pitch
  - Window placement and sizes
  - Window and door trim
  - Dimensions of eaves

After Recording, Return to:

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

**DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS**

This Declaration, made on the date hereinafter set forth by the undersigned hereinafter referred to as Declarant \_\_\_\_\_

Declarant is the owner of certain real property located in the City of Springfield, County of Lane, State of Oregon as follows: (Insert legal description or if lengthy reference Exhibit A and attach Exhibit A)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Declarant applied to the City of Springfield Development & Public Works Department for an accessory dwelling unit pursuant to Springfield Development Code 5.5-100, a single-family accessory dwelling unit permitted in a low density residential zone.

Declarant states that Declarant resides on the real property and that it is the primary and permanent dwelling place of Declarant excluding temporary absences and temporary stays elsewhere and said property is Declarant's legal residence.

Declarant states that said accessory dwelling unit placed on the real property shall not be sold separately from the primary dwelling unit unless the accessory dwelling unit is placed upon another lot created from a partition approved by the City of Springfield.

Declarant states that the real property described herein is and shall be held and conveyed subject to these Covenants, Conditions and Restrictions all of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of the property and complying with the requirements of Springfield Development Code 5.5-100.

Declarant states that these Covenants, Conditions and Restrictions shall be perpetual and constitute covenants running with the land and shall be binding upon Declarant, their heirs, successors and assigns and all persons claiming under them.

Declarant further states that these Covenants, Conditions and Restrictions shall not be amended, terminated, or modified in any way without the consent of the City of Springfield filed in the Deeds and Records of Lane County Oregon.

DECLARANT:

DATE:

\_\_\_\_\_

\_\_\_\_\_

DECLARANT:

DATE:

\_\_\_\_\_

\_\_\_\_\_

STATE OF OREGON )

County of Lane ) ) ss.

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named \_\_\_\_\_, and acknowledged the foregoing instrument to be his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires:

STATE OF OREGON ) ) ss.  
County of Lane )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named \_\_\_\_\_, and acknowledged the foregoing instrument to be his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: