

File No.: _____
 Fee: _____
 Date Submitted: _____

**CITY OF HOOD RIVER
 ACCESSORY DWELLING UNIT (ADU) APPLICATION**

Submit the completed application form **with three (3) paper copies of all application materials and plans, one electronic copy (original .pdf), and appropriate fees** to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT/PARCEL OWNER: attach a copy of title or purchase contract.

Name:			
Address:			
(physical)			
(mailing)			
(email)			
Telephone:		Cell Phone:	
Signature:			

**Authorization of parcel owner(s) required.*

PARCEL INFORMATION:

1. SUBJECT PROPERTY:

Township		Range		Section		Tax Lot(s)	
Current Zoning:		Parcel Size:		ADU size sq/ft:			

REQUIRED INFORMATION:

Applicant must provide proof that at least one ADU occupant is:

1. Locally employed in Hood River, Wasco, Skamania or Klickitat County. Attach proof of employment or provide name of employer, supervisor's name and contact information; and/or
2. A relative of the applicant. Provide name of occupant and relationship to applicant; and/or
3. On a local assistance program for the rent. Provide name of occupant and proof of enrollment in local rental assistance program.

If ADU is not occupied by applicant, applicant must provide copy of lease showing a minimum of a 12 month lease term.

Applicant must sign attached affidavit affirming that the owner occupies either the main dwelling or the ADU.

SUBMITTAL REQUIREMENTS:

Plans accompanying the application shall include the following information.

- 1. Site Plan depicting location and dimensions of property lines, drawn to scale (e.g. 1"=20') and including north arrow.
- 2. Locations, dimensions and height of existing and proposed structures.
- 3. Location and identity of all utilities on the site, including stormwater facilities.
- 4. Location and dimensions of driveways and parking areas.
- 5. Percentage of the lot covered by all existing and proposed structures, driveways and parking areas.
- 6. Locations and dimensions of all easements and nature of the easements.
- 7. Floor plan verifying dimensions of ADU.
- 8. Other site elements which will assist in evaluation of the proposed use.
- 9. A written narrative explaining how the proposal meets the criteria specified in HRMC 17.23.010.
- 10. Affidavit (see attachment).

HRMC 17.01.060 - DEFINITIONS:

ACCESSORY DWELLING UNIT means a separate dwelling unit contained within or detached from a single-family dwelling on a single lot, containing 800 square feet or less, excluding any garage area or accessory buildings, and sharing a driveway with the primary dwelling unless from an alley. A recreational vehicle is not and cannot be used as an accessory dwelling unit.

HRMC CHAPTER 17.23 - ACCESSORY DWELLING UNITS (ADU)

Legislative History: Ord. 1912 (2006)

17.23.010 General Requirements

- A. An ADU may be created within, or detached from, any single-family dwelling, whether existing or new, as a subordinate use, where permitted by this chapter in the R-1, R-2, R-3, C-1 and C-2 Zones.
- B. Only one ADU may be created per parcel or ownership accessory to a single-family dwelling (no townhouse or duplex).
- C. An application for an ADU shall be processed as a ministerial decision.
- D. Only the property owner, which includes title holders and contract purchasers, may apply for an ADU. The property owner must occupy the primary dwelling or the ADU as their principal residence for at least six months out of the year (case by case basis for exceptions). A primary

residence shall be the residence where the owner is registered to vote, used as the primary residence for tax purposes or other proof that the residence is primary. The owner shall sign an affidavit before a notary affirming that the owner occupies either the main dwelling or the ADU and shall show proof of a 12 month lease for the ADU occupant.

E. The ADU occupant shall provide proof that at least one occupant is locally employed (Gorge – Hood River, Wasco, Skamania, and Klickitat counties), a relative or on a local assistance program for the rent.

F. One off-street parking space shall be provided in addition to the off-street parking that is required for the primary dwelling pursuant to this Title. If the existing dwelling does not currently have the two required spaces, only the one for the ADU will be required. In no case shall the residential parking requirement be diminished to provide the ADU parking.

G. ADU's shall contain 800 square feet or less.

H. All other applicable standards including, but not limited to, setbacks must be met.

I. Upon sale of the property, a new owner shall be required to reregister the ADU, paying a reauthorization fee set by resolution of City Council.

J. If a garage or detached building does not currently meet setbacks, it may not be converted to an ADU.

K. All applicable standards in the City's building, plumbing, electrical, fire and other applicable codes for dwelling units must be met.

L. The owner of the property shall accept full responsibility for sewer and water bills.

M. An ADU may not be used as a short-term, vacation rental.

N. The application and permit fee for an ADU shall be 1% of the building permit fee plus an amount to be set by resolution of the City Council.

O. Beginning January 1st of each year the City will undertake an annual review of ADU permits to ensure compliance.

ACCESSORY DWELLING UNIT OCCUPANCY AFFIDAVIT

This affidavit is provided in accordance with HRMC 17.23.010 and Permit No. _____ for an accessory dwelling unit (ADU) on real property owned by the undersigned. By signing this affidavit, the undersigned understands that if the information attested to below ceases to be true, the City may revoke Permit No. _____ for the ADU, and take whatever other steps are necessary to enforce HRMC 17.23.010.

STATE OF OREGON)
)
County of Hood River) ss.

I/we, _____ [owner(s) of property], being first duly sworn, do state as follows:

1. I/we own the real property located at _____ [physical address], in the City of Hood River, and known as _____ [map and tax lot number].

2. I/we have received Permit No. _____ to establish an accessory dwelling unit (ADU) on the property pursuant to HRMC 17.23.010. As a condition of permit issuance, I/we hereby certify and affirm that I/we will occupy either the ADU or the main dwelling on the property as my/our principal residence and that I/we will reside here for at least six (6) months during each calendar year. A principal residence is where I/we pay income taxes and/or are registered to vote.

3. I/we verify my/our understanding and agree that the ADU shall not be used as a short-term rental. I/we will not lease or rent the ADU, or allow it to be subleased or rented, for a period of less than 12 months. I/we agree to provide the City with proof of a lease or rental agreement valid for a period of at least 12 months for the tenant(s).

4. I/we verify my/our understanding and agree that at least one tenant occupying the ADU (or the main dwelling if I/we reside in the ADU), is employed in Hood River, Wasco, Skamania or Klickitat Counties, or is my/our relative, or is on a local assistance program for payment of rent for the ADU.

DATED this ____ day of _____, 20__.

Name of Owner: _____

Name of Owner: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

Printed Name: _____
Notary Public for the State of Oregon
My Commission Expires: