



CITY OF ASTORIA
 Founded 1811 • Incorporated 1856
COMMUNITY DEVELOPMENT

Fee Paid Date _____ By _____

ADU _____

Fee: \$50.00

ACCESSORY DWELLING UNIT APPLICATION

Property Address: _____

Lot _____ Block _____ Subdivision _____

Map _____ Tax Lot _____ Zone _____

Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Property Owner's Name: _____

Mailing Address: _____

Business Name (if applicable): _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Existing Use: _____

Proposed Use: _____

Square Footage of Building/Site: _____

Proposed Off-Street Parking Spaces: _____

SITE PLAN: A Site Plan depicting property lines and the location of all existing and proposed structures, parking, and door locations is required. The Plan must include distances to all property lines and dimensions of all structures and parking areas. Scaled free-hand drawings are acceptable.

For office use only:			
Application Complete:		Permit Info Into D-Base:	
Labels Prepared:		Tentative APC Meeting Date:	
120 Days:			

FILING INFORMATION: Community Development Director will review only complete applications. Completed applications must be received by the 13th of the month to be on the next month's agenda. A Pre-Application meeting with the Planner is required prior to acceptance of the application as complete.

Briefly address each of the following criteria: Use additional sheets if necessary.

3.020.B. Standards.

1. Size.

a. Primary Structure.

A house with an Accessory Dwelling Unit must have at least 1,400 square feet of floor area prior to creation of the Accessory Dwelling Unit. The floor area of the garage or other non-living space, such as an unfinished basement, may not be used in the calculation of the total square footage. Any finished area used to determine floor area of the primary unit must have been completed at least ten years prior to the application for an Accessory Dwelling Unit. This date shall be determined by proof to be submitted by the applicant, such as the final inspection report date of a building permit.

Square footage of finished area of existing structure: _____

Square footage of areas finished in last ten years: _____

b. Accessory Dwelling Unit.

An Accessory Dwelling Unit shall not exceed 40% of the primary structure or 800 square feet in size, whichever is smaller.

Square footage of primary dwelling unit: _____

Square footage of smaller ADU dwelling unit: _____

2. Creation of the Unit.

a. *The Accessory Dwelling Unit may be created only through an internal conversion of an existing living area, basement, attic, other existing attached accessory buildings, or areas over attached garages. Accessory Dwelling Units shall not be permitted in structures detached from the primary residence, including but not limited to guest cottages, detached garages, or workshops.*

Is the ADU in an existing, attached portion of the building: _____

b. *To differentiate an Accessory Dwelling Unit from a two-family dwelling, all utilities such as water, electric, or gas, shall remain as single service utilities. The Accessory Dwelling Unit shall not have its own utility services, except if the separate services existed prior to January 1, 2004. This does not apply to utilities providing service to communication devices such as telephone, television, and other communication devices.*

If there are separate utilities, when were they installed: _____

- c. *An Accessory Dwelling Unit shall be subordinate to the existing single-family dwelling and may not be subdivided or otherwise segregated in ownership from the primary residence structure.*

Is the dwelling in an undivided ownership: _____

3. Location of Entrances.

In addition to the main entrance, one entrance to the house may be located on the side or rear of the house. An additional entrance shall not alter the appearance in such a way that the structure appears to be a two-family dwelling, unless the house contained additional front doors prior to the conversion.

Location of existing doors: _____

Location of additional proposed doors: _____

4. Zones in Which Permitted.

Accessory Dwelling Units are allowed as an accessory use to any existing single-family dwelling in all zones.

5. Owner Occupancy.

- a. *The property owner shall occupy either the principal unit or the Accessory Dwelling Unit as their permanent primary residence, and at no time receive rent for the owner-occupied unit.*

Will the owner reside in the primary unit or ADU: _____

- b. *The property owner shall provide a covenant or deed restriction in a form acceptable to the City and suitable for recording with the County, providing notice to future owners of the subject lot that the existence of the Accessory Dwelling Unit is predicated upon the occupancy of either the Accessory Dwelling Unit or the principal dwelling unit by the property owner.*

The City suggests the following for inclusion in the deed:

“The dwelling located on the above described property is approved as a single-family dwelling only. In accordance with the Astoria Development Code Section 3.020(5.b), the existence of an Accessory Dwelling Unit in addition to the single-family dwelling is predicated upon the occupancy of either the Accessory Dwelling Unit or the principal dwelling unit by the property owner. Use of the Accessory Dwelling Unit at this location is subject to the regulations of the Astoria Development Code.”

Submit a draft deed with this or similar deed restriction for approval.

6. Lot Size.

A home with an Accessory Dwelling Unit in the R-1 Zone (Low Density Residential) shall be located on a minimum lot size of 5,000 square feet. There is no minimum lot size for other zones.

Lot dimensions and square footage: _____

7. Off-Street Parking Requirements.

In addition to the two spaces required for the primary unit, the Accessory Dwelling Unit shall have one additional off-street parking space.

Location and number of off-street parking spaces (provide site plan): _____

8. Age of Home.

An Accessory Dwelling Unit may be allowed in homes originally constructed a minimum of 50 years prior to the application for the Accessory Dwelling Unit.

Date of construction: _____

C. Permits.

1. Permit Required.

A permit is required for the establishment of an Accessory Dwelling Unit. The property owner shall submit an application to the Community Development Department on a form provided by the City.

2. Expiration of Permit.

An Accessory Dwelling Unit permit shall automatically expire if any of the following occurs:

- a. *The Accessory Dwelling Unit is substantially altered and is no longer in conformance with the plans as approved by the Astoria Planning Commission, Community Development Director, and/or the Building Official; or*
- b. *The subject lot ceases to provided the approved number of parking spaces; or*
- c. *The property owner ceases to reside in either the principal or the Accessory Dwelling Unit.*

D. Non-conforming Accessory Dwelling Units.

1. *The portion of a single-family dwelling which meets the definition of Accessory Dwelling Unit which was in existence prior to January 1, 2004, may continue in existence provided the following requirements are met:*
 - a. *An application for an Accessory Dwelling Unit is submitted to the Community Development Department for review.*
 - b. *The Accessory Dwelling Unit complies with the minimum requirements of the Building Codes as adopted by the City of Astoria.*
 - c. *The Accessory Dwelling Unit complies with the requirements of this Section 3.020 concerning "Accessory Dwelling Units".*
2. *The Community Development Director may approve a permit submitted for a non-conforming unit that does not meet all of the above requirements, except those relative to building code requirements, as follows:*
 - a. *The permit review shall be in accordance with Article 9 concerning administrative decisions. The Community Development Department shall notify property owners of record in accordance with 9.010 to 9.020 at least twenty (20) days prior to the issuance of a permit for a Non-conforming Accessory Dwelling Unit. The notice shall set forth the standards required and the nature of the non-conformity.*
 - b. *Permits for a Non-conforming Accessory Dwelling Unit may be issued after the notice period by the Community Development Director where the Director has made written findings as follows:*
 - 1) *That full compliance would be impractical; and*
 - 2) *That neither present nor anticipated future use of the unit reasonably require strict or literal interpretation and enforcement of the requirements of this code; and*
 - 3) *That the granting of the permit will not create a safety hazard.*
3. *A decision of the Community Development Director may be appealed to the Planning Commission in accordance with 9.040."*