

# Accessory Residential Unit

## Step by Step

1. Accessory Residential Unit Application submitted by applicant.
  - a. The applicant must submit the required application and one-year lease (if required) as listed in Section 8-6.165 of the Community Development Code.
  - b. The fee for a minor review is \$50 and needs to be paid at the time of submittal.
  
2. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.
  - b. If the application is denied, resubmitted applications will be subject to another 7 calendar day completeness check.
  
3. Notice of Decision
  - a. Written notice of decision of the City Administrator shall be provided to the applicant.
  - b. The application will be approved and returned after all land use, system development fees, etc. have been paid.
  
4. Appeal Period
  - a. There will be a 14 calendar day period after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition or at the direction of the City Council.
  - b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
  - c. Following the hearing, a written notice of decision shall be provided to the applicant and those who submitted written comments or testified during the hearing.
  - d. There will be a 14 calendar day period after written notice of the Planning Commission's decision is provided. The City Council shall hear appeals of the Planning Commission decisions.
  - e. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
  - f. Following the hearing, a written notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
  
5. Submit a County Building Permit
  - a. You can print off a copy of the Hood River County Building Permit Application from their website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us).
  - b. The application must be signed off by City of Cascade Locks Public Works Superintendent, Electric Department Superintendent, Fire Chief, and Planning Department. The County will not accept the permit until that is completed. This process will be done as quickly as possible by the City.

**CITY OF CASCADE LOCKS  
ACCESSORY RESIDENTIAL UNIT (ARU) APPLICATION**

Submit the completed application form with materials and plans, with one electronic copy, and appropriate fees.

**APPLICANT/PARCEL OWNER:**

Name:			
Address: (physical)			
Address: (mailing)			
Email:			
Telephone:		Cell Phone:	
Print Name:			
Signature:			

**PARCEL INFORMATION:**

Subject Property:							
Township		Range		Section		Tax Lot(s)	
Current Zoning		Parcel Size:		ARU Size (sq. ft.)			

**REQUIRED INFORMATION:**

1. A change of use building permit from Hood River County.
2. If ARU is not occupied by the Applicant, the Applicant must provide a copy of the lease showing a minimum of a 12-month lease term.
3. The Applicant must sign attached affidavit affirming that the owner occupies either the main dwelling or the ARU.

## **SUBMITTAL REQUIREMENTS:**

Plans accompanying the application shall include the following information:

1. Site plan depicting location and dimensions of property lines, drawn to scale, 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 ARU.
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 the City of Cascade Locks Community Development Code Section 8-6.165.
10. Affidavit (see attachment).

### **City of Cascade Locks CDC Definitions - Chapter 8-6.08:**

**Accessory Residential Unit.** An accessory residential unit is an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling, subject to the siting and design standards of Section 8-6.165.

### **Chapter 8-6.165 - ACCESSORY RESIDENTIAL UNITS**

#### Sections:

#### 8-6.165.010 Purpose

This chapter is intended to control the land use impacts of accessory residential units (ARUs), to provide for compatibility with adjacent single family uses.

#### 8-6.165.020 Standards.

ARUs are reviewed through a ministerial (building permit) process and shall conform to all of the following standards:

- A. **One Unit.** A maximum of one ARU is allowed per legal lot; the ARU may be a detached cottage, a unit attached to a dwelling, or separate unit in a portion of an existing dwelling.
- B. **Owner Occupancy.** The property owner shall register the ARU with the City and maintain his or her primary residence on the subject property, as long as the ARU is occupied. ARUs shall not be used for transient lodging.
- C. **Floor Area.** The ARU shall not exceed 800 square feet of floor area.
- D. **Lot Size.** The lot on which the ARU is located shall meet the minimum lot size of the zone.
- E. **Building Design.** The ARU shall be constructed of materials that are the same or similar to the materials used on the primary dwelling and shall comply with applicable Oregon Structural Specialty Code requirements.
- F. **Building Height.** The height of the ARU shall not exceed the height of the primary dwelling on the lot, except that a second story building addition to a single-family dwelling or lawfully

established accessory structure for the purposes of creating the ARU is permitted provided it does not exceed the height limit of the zone.

- G. **Parking.** A minimum of two off-street parking spaces are required total for the primary dwelling unit and the ARU.
- H. **Screening and Buffering.** A sight-obscuring landscape hedge (reaching six feet at maturity) or a six-foot sight-obscuring fence shall be installed on the property line between a detached ARU and abutting lot containing a single-family dwelling, where the ARU is placed within 10 feet of the common property line.

File No.: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**ACCESSORY RESIDENTIAL UNIT OCCUPANCY AFFIDAVIT**

File No. \_\_\_\_\_ for an Accessory Residential Unit (ARU) on real property is 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 the approval for the ARU, and take whatever steps are necessary to enforce the City's ordinances.

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

I/we, \_\_\_\_\_ [owners 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 Cascade Locks, and known as \_\_\_\_\_ [map and tax lot number].
2. I/we have received File No. \_\_\_\_\_ to establish an ARU on the property pursuant to City of Cascade Locks Community Development Code Chapter 8-6.165. As a condition of the approval, I/we hereby certify and affirm that I/we will occupy either the ARU or the main dwelling on the property as my/our principal residence and that I/we will reside here for the 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 ARU shall not be used as a short-term rental. I/we will not lease or rent the ARU, 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).

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

STATE OF OREGON

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of Oregon

**STATE OF OREGON**

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public – State of Oregon**

**NOTICE TO APPLICANT  
REIMBURSEMENT TO CITY OF CASCADE LOCKS  
FOR ADMINISTRATIVE FEES**

**TO: APPLICANT**

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY  
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), \_\_\_\_\_, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 500.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**APPLICANT(S):** \_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_  
(If Different Than Above)

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

Pre-Application Conference	\$225
Site Plan Review <i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>	\$625
Public Work Type A Permit <i>Plan review &amp; inspection by Public Works</i>	\$250
Zoning/Building Review Plan	
A. Accessory Structure, minor review	\$50
B. House or Mobile Home	\$100
C. Multi-Family Dwellings	\$100 + \$25 per unit
D. Commercial, Industrial, Other Projects	\$200

## Additional Fees for Multi-Family Developments:

Planned Unit Development <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>	\$1,400
Subdivision <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>	\$1,200
Public Work Type B Permit <i>Plan review &amp; inspection by Public Works</i>	\$500

## Other Possible Charges:

Conditional Use <i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>	\$625
Lot Line Adjustment	\$125
Variance <i>Staff time &amp; 4 hours planning consultant</i>	\$450
Partitions <i>Staff time, 4 hours planning consultant &amp; 1 hours engineer</i>	\$500
Signs	\$75 + \$2 per sq foot
Temporary Permit <i>A temporary permit will not be allowed until a building permit is purchased through the County</i>	\$300

## Appeal Process:

Appeal	\$450
Administrative Review <i>Staff time &amp; 1 hour planning consultant</i>	\$75

## Miscellaneous Fees:

Amendment to Urban Growth Boundary <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>	\$1,000
Comprehensive Plan Amendment <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>	\$1,000
Wetland/Riparian Permit <i>Staff time &amp; 4 hours planning consultant</i>	\$400
Right of Way Permit <i>Plan review &amp; inspection by Public Works</i>	\$50
Vacations <i>Staff time &amp; 4 hours planning consultant</i>	\$600
Annexation <i>Staff, 8 hours planning consultant &amp; 1 hour engineer</i>	\$1,000
Zone Change <i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>	\$625