



**APPLICATION FOR TYPE I ARCHITECTURAL REVIEW
ACCESSORY DWELLING UNIT (ADU)**

PURPOSE

An Accessory Dwelling Unit Architectural Review is a Type I (Clear and Objective) land use review for the construction of a new accessory dwelling unit (ADU). An ADU is defined as an interior, attached, or detached residential structure that is accessory to a single family dwelling. The ADU Review process will result in a staff-level decision and does not require public notice and/or comment. ADU Reviews are required per Tualatin Development Code (TDC) 31.071(9) and reviewed for compliance pursuant to TDC 34.310.

WHAT

An ADU Review is required when developing either an attached or detached accessory dwelling unit on the site of an existing single family dwelling unit in the RL or RML planning districts. This review is to be completed prior to submitting building permits.

REQUIRED SUBMITTAL ELEMENTS

Please submit the following items that comprise a complete application:

- Application form packet including:
 - City Fact Sheet
 - Property owner and applicant information and signature(s)
 - Application fee
- (3 copies)** Site plan, drawn to scale and showing:
 - Existing development (e.g. house, garage) drawn to scale. Indicate porches, decks, and eaves.
 - Proposed new development
 - Driveway (existing and proposed)
 - Utility locations (water, sewer)
 - Property lines with labels showing the distance between existing and proposed development, and labels showing dimensions of lot
 - All trees over 8" in diameter at breast height. Indicate trees to be retained and trees to be removed
 - North arrow and scale
- (3 copies)** Elevations drawn at a legible scale
 - For detached ADUs, show all sides of the proposed structure
 - For attached ADUs, show all sides of the structure when an addition is proposed. Internal conversions without any exterior changes may not require elevations.

Please note that applications missing any of the above elements will not be accepted.



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OVERVIEW OF ADU STANDARDS AND CRITERIA

(see 34.310 for full text)

Where ADUs are allowed:

- Only in the RL Planning District, or the RML Planning District in a Small Lot Subdivision
- On the same lot as a primary (single-family) dwelling
- Only one accessory dwelling unit is allowed per primary dwelling

ADU Structure and Design:

- Design must include:
 - Two or more Residential Roof Design Elements and;
 - Four or more Residential Wall Design Elements
- Maximum size: no more than 50% of the gross floor area of the existing house and garage, up to 800 square feet
- ADU front door must not face the same street frontage as the primary dwelling's front door (except where the door already exists)
- Garage conversions are not permitted
- Where an attached ADU is being built as an addition to an existing house, the gross floor area of the existing house may not increase by more than 10%
- An attached accessory dwelling unit must be connected to the primary dwelling by an internal doorway

Site Requirements:

- One additional paved on-site parking space must be provided for the ADU, in addition to the two parking spaces that are required for a primary dwelling. New parking spaces must not be within five feet of a side or rear property line. Note that garages do not count toward parking minimums.
- ADUs must not be located in front of the primary dwelling
- ADUs must comply with all applicable zoning standards (e.g., setbacks and lot coverage)

Common ownership requirements:

- ADU must be served by the same water, electric and natural gas meters as the primary dwelling, unless other applicable requirements prohibit it
- ADU must not be sold separate or as a condominium

Building code requirements:

- ADU must comply with all applicable Oregon State Building Code Requirements
- Detached ADUs generally need to be sited at least six feet away from the primary dwelling in order to avoid any firewalls, fire-rated construction of overhangs, or fire-rated windows.



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APPLICATION FOR ARCHITECTURAL REVIEW ACCESSORY DWELLING UNIT (ADU)

Project		
Project Title/Name:		
Site Address:		
City:	State:	ZIP:
Brief Project Description:		
Applicant		
Name:	Company Name:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Property Owner		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Property Owner's Signature:		Date:
(Note: Letter of authorization is required if not signed by owner)		
Architect		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Direct Contact (if not listed above)		
Name:	Company Name:	
Address:		
City:	State:	ZIP:
Phone:	Email:	

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION INCLUDED WITH THIS APPLICATION IN ITS ENTIRETY IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGARDING BUILDING CONSTRUCTION AND LAND USE.	
Applicant's Signature:	Date:

Office Use		
Case No:	Date Received:	Received by:
Fee:	Receipt No:	
Application Complete as of:	3 copies of drawings [11 x 17] (folded)	



ARCHITECTURAL REVIEW ACCESSORY DWELLING UNIT FACT SHEET

Applicant: Please complete the General Information and Design Element Checklists below and on the next page, making sure the information included in the tables below matches the information illustrated in the submitted elevations and site plan. Failure to complete these tables, or discrepancies between information provided here and in the submitted elevations, will result in an incompleteness determination, or denial, and may result in a delay in processing this application.

General Information		
Lot Coverage:		
Parcel Size (Square Feet):		
Existing Building Footprint (Square Feet):	Proposed Additional ADU Footprint (Square Feet):	
Note: footprint does not include uncovered porches/patios, but does include garage(s).		
ADU Information:		
<input type="checkbox"/> Detached ADU	<input type="checkbox"/> Attached ADU/ Conversion of Existing Dwelling Space	<input type="checkbox"/> Attached ADU/ Addition to Existing Dwelling
Rear Setback (ft):	Distance b/w Existing House and Detached ADU (ft):	Shortest Side Setback (ft):
ADU Height (ft):	ADU Stories:	
Existing Parking Spaces:	Proposed Additional Parking Spaces Provided:	

The ADU must demonstrate at least two Residential Roof Design Elements total:

Roof Design Elements*								
	Applicant Response				Planning Division Staff Review			
	Front	Side A	Side B	Rear	Front	Side A	Side B	Rear
Dormers								
Pitched or Sloping Roof								
Roof Eaves								
Roof Overhang								
Gable End Decorative Elements								
Variation in Roof Pitch, Height of Roof Planes, or Roof Orientation								
Total (Sum) Roof Design Elements:								
Compliance with Roof Design Standards (YES/NO):								



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The ADU must demonstrate at least four Residential Wall Design Elements total:

Wall Design Elements*								
	Applicant Response				Planning Division Staff			
	Front	Side A	Side B	Rear	Front	Side A	Side B	Rear
Recessed Entry (Front Façade Only)		n/a	n/a	n/a				
Portico (Front Façade Only)		n/a	n/a	n/a				
Covered Porch, 36 square feet or greater								
Balconies								
Vertical Offsets, two (2) or greater								
Horizontal Offset								
Bay Window, Box Window, or Box Bay								
Columns or Pilasters								
Exterior Chimneys								
Engaged Towers								
Window Trim or Surround								
Window Grids, Multi-Paned Sashes, or Shaped Windows								
Lintels or Arches								
Shutters								
Variation in Wall Cladding or Wall-Surface Pattern								
Decorative Garage Doors								
Decorative Trellises or Trelliswork								
Horizontal Band Elements								
Total (Sum) Wall Design Elements:								
Compliance with Wall Design Standards (YES/NO):								

See Tualatin Development Code (TDC) Section 73.190(1)(a)(iv) and (v) for definitions of residential roof and wall design elements.