Planning and Zoning
Department of Transportation and Development
Development Services Building
150 Beavercreek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

STAFF USE ONLY

Staff Initials: *File Number:*

Land use application for:

ACCESSORY HISTORIC DWELLING

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL
Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____		Land area:
Adjacent properties under same ownership: *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____ *Township:* _____ *Range:* _____ *Section:* _____ *Tax Lot:* _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.		
Applicant signature:		Date:

A. Review applicable land use rules:

This application is subject to the provisions of Section 843, *Accessory Historic Dwellings* of the Clackamas County Zoning and Development Ordinance (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

B. Turn in all of the following:

☐ **Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.

☐ **Application fee:** The fee for this application is established in the adopted *Fee Schedule.* Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the *Credit Card Authorization Form* available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted *Fee Schedule* for refund policies.

☐ **Site plan:** Provide a site plan (also called a plot plan). A *Site Plan Sample* is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):

- Lot lines, lot/parcel numbers, and acreage/square footage of lots;
- Contiguous properties under the same ownership;
- All existing and proposed structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions (clearly identify which dwelling is the accessory historic dwelling and which is the primary dwelling);
- Setbacks of all structures from lot lines and easements;
- Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
- Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).

☐ **Evidence of existing dwelling's age:** Provide evidence that the existing detached single-family "historic" dwelling on the subject property was legally built between 1850 and 1945. Evidence may include tax records, dated photographs, financial statements, signed affidavits, Board of County Commissioners orders, and surveys.

☐ **Floor plans of existing dwelling:** Attach detailed, accurate, and to-scale floor plans of the existing "historic" dwelling, with dimensions of each room and total square footage at the time construction/placement of the new primary dwelling will commence. If you plan to make any additions to the existing dwelling prior to construction/placement of the new primary dwelling, be sure your floor plans of the existing dwelling include those additions.

C. Identify the permit for the new dwelling, if available:

Have you already applied for or received a building permit, or a manufactured home placement permit, for the new single-family dwelling that will be located on the same lot of record?

☐ YES, and the building permit number, or manufactured home placement permit number is identified on the line

Permit number: _____

☐ NO, but a building permit or manufactured home placement permit will be obtained.

D. Understand the following:

The Accessory Historic Dwelling permit, if approved, will be subject to these (and other) conditions:

1. An accessory historic dwelling may not be altered, renovated, or remodeled so that its square footage is more than 120 percent of its square footage at the time construction of the new detached single-family dwelling, or placement of a manufactured dwelling, commenced.

2. An accessory historic dwelling may not be replaced if it is lost to fire, destroyed, or removed for any reason.

FAQs

When is an *Accessory Historic Dwelling* permit required?
The County's Zoning and Development Ordinance (ZDO) allows only one primary detached single-family dwelling on a lot of record in a rural residential zoning district. However, the ZDO allows for some existing detached single-family dwellings to become accessory to a new primary dwelling constructed/placed on the same property, provided that the existing dwelling and the subject property meet certain criteria. The existing ("historic") dwelling must have been legally built between 1850 and 1945, but it does not need to have any other official historic designation. The subject property must be at least two acres in size and located outside of an urban growth boundary (UGB), outside of an urban reserve, *and* in one of the following zoning districts:

- Rural Area Residential 1-Acre (RA-1)
- Rural Area Residential 2-Acre (RA-2)
- Recreational Residential (RR)
- Rural Residential Farm Forest 5-Acre (RRFF-5)
- Farm Forest 10-Acre (FF-10)

Approval to retain the existing "historic" dwelling as accessory to a new that primary dwelling requires approval of an *Accessory Historic Dwelling* land use permit.

What is the permit application process?
Accessory Historic Dwelling permits are subject to a "Type I" land use application process, as provided for in Section 1307 of the ZDO. Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by Planning and Zoning staff, and there is no County-level process to appeal that decision. If the application is approved, the applicant must comply with any conditions of approval identified in the decision.

If approved, how long would the permit be valid?
A permit for an accessory historic dwelling does not expire.

How long will it take the County to make a decision about an application?
The County makes every effort to issue a decision on a Type I land use application within 20 days of when we deem the application to be complete.

If an application is submitted and then withdrawn, will a refund be given?
Please see Planning & Zoning Fee Schedule under "Other Fees" here. The $5 Technology Fee is non-refundable.

Who can help answer additional questions?
For questions about the County's land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or zoninginfo@clackamas.us. You can also find information online at the Planning and Zoning website: www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод? 翻译或口译？| Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?