



SUPPLEMENTAL APPLICATION
Accessory Farm Dwelling Permit For A Relative
(January 2018)

APPLICANT INFORMATION

Applicant \_\_\_\_\_ File \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_
(If the same as above, write "Same")

What is an accessory farm dwelling for a relative?

The County Zoning & Development Ordinance (ZDO) allows a single family residential dwelling for a relative of the farm operator to be constructed in conjunction with an existing commercial farm use if specific criteria can be met. An accessory dwelling may be allowed in an Agricultural or Agricultural/Forest Zoning District.

What is needed for approval?

Accessory farm dwellings MAY be permitted after evaluation according to criteria in the ZDO and other laws governing this use. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the accessory dwelling request according to the criteria in Section 401 or 407 of the ZDO.

What are chances for approval?

Staff cannot predetermine the decision of this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the ZDO. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

Application process:

Accessory farm dwelling permits are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organizations (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

How long will it take to get a final decision on this application?

Approximately 6 to 8 weeks, or 120 days if the initial decision is appealed.

Complete applications require the following:

- 1. Land Use Application Form - Information on applicant and land involved in the application.
2. Application Fee: \$\_\_\_\_\_ (Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.)
3. Plot Plan drawn to scale on 8.5" x 11" or 8.5" x 14" paper, showing the property and your proposal (buildings, driveways, etc.).

4. Supplemental Application: Submit the following information to address the Accessory Dwelling criteria:
  - a. Indicate in writing and through the submitted site plan that the proposed dwelling will be located on the same lot or parcel as the principal dwelling of the farm operator. Additionally, indicate areas and acreage of use or "*proposed use*", (such as pasturing, Christmas trees, etc.) by clearly showing such on the submitted site plan to include what presently exists on these areas.
  - b. Indicate who will be occupying the proposed dwelling. The accessory dwelling must be occupied by a child, parent, stepparent, grandchild, grandparent, step-grandparent, sibling, stepsibling, niece, nephew or first cousin of the farm operator or the farm operator's spouse. Provide the family relationship between the farmworker and the farm owner/operator
  - c. Provide detailed information on the need for the accessory dwelling. Specifically how the occupants of the proposed accessory dwelling will be involved in the farm operation, what duties will that person or persons perform, how much time will be spent working on the farm throughout the year. The size, type, and intensity of the farm operation will be used to evaluate the need for the dwelling.
  - d. Explain in detail how many hours per day or month each duty requires, such as feeding, planting, fencing, marketing, harvesting, cleaning, clearing. Are any of these activities seasonal? Is there any use of off-site workers? Off-site worker hours and for whom?
  - e. Provide detailed information regarding how the existing farm operator and occupant of the primary farm dwelling will be involved in the farm operation. This information must demonstrate that the farm operator will continue to play a predominant role in the management of farm use of the farm. A farm operator is a person who operates a farm, doing the work and making the day-to-day decisions about such things as planting, harvesting, feeding and marketing.
  - f. Does the farm operator, spouse or farm operator's relative work off-site? If yes, give the type of job and hours to include overtime this off-site job requires. (see page 4)
  - g. Indicate whether there are any other dwellings, other than the primary farm dwelling on the subject property. If so indicate who occupies the dwelling(s) and whether or not this person(s) is working on the subject farm.
  - h. In the Agricultural/Forest (AG/F) Zoning District, information must be provided demonstrating that the dwelling will be sited in a manner which minimizes negative impacts on farm uses, and also minimizes impacts on sensitive wildlife areas identified on Table III-1 and Map III-4 of the Comprehensive Plan using siting techniques a-c under Subsection 406.09C1 of the ZDO.
  - i. This information must clearly demonstrate that the farm operation constitutes an existing commercial farm operation, OAR 660-033-0130(9)(a). A commercial farm operation is a farm that has and is currently **generating \$10,000 net income** per year which is the threshold for identifying a commercial farm operation. Complete the attached farm management plan information sheet describing the specific characteristics of the farm operation, including types of crops or livestock, acres in production, density of crop, yield per acre, and income.
5. If at any time the dwelling is not used for farm help as approved in the land use application, the dwelling shall be removed, demolished or if not a manufactured dwelling,

converted to a nonresidential accessory structure (change of occupancy permit) within 90 days.

---

**STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:**

\_\_\_\_\_ Land Use Application

\_\_\_\_\_ CPO Information

\_\_\_\_\_ Sample Plot Plan

\_\_\_\_\_ Application Process

\_\_\_\_\_ ZDO Section 401 or 407

**Questions:** Contact Alex Pichacz, Planner I at 503-742-4510 or [APichacz@clackamas.us](mailto:APichacz@clackamas.us).

## Farm Management Plan Information

1. **Complete a detailed site plan of the subject property** outlining the existing acres and proposed acre usage to occur on the subject property. For example, areas in acres used for different farm uses such as crops and pasture land, areas used for buildings, driveway, areas in acres that are not in farm production or in a forest use, identify any streams, ponds or wetlands. Number each of the areas in farm production to correspond with the information requested below.
2. From the site plan, number each area and identify the different farm uses on the property and provide the following minimum information. Use separate paper as needed.

Type of **crop** currently on-site

\_\_\_\_\_

Type of **livestock** currently on-site

\_\_\_\_\_

How many **plants** per acre currently exist?

\_\_\_\_\_

How many **acres** are currently in production?

\_\_\_\_\_

How many **animals** per acre currently exist?

\_\_\_\_\_

How many acres by industry standards to support one (1) animal?

\_\_\_\_\_

How many **acres planted** at full production?

\_\_\_\_\_

How many **acres for animals** at full production?

\_\_\_\_\_

Cost to establish proposed crop

\_\_\_\_\_

Cost to establish proposed livestock

\_\_\_\_\_

What was last years **net** income?

\$ \_\_\_\_\_

Estimated **net** annual income at full production

\$ \_\_\_\_\_

Provide documentation or a source of information for the income information required above. (Example: OSU Extension Service for farming, Internal Revenue Service – Schedule 'F', attach documentation as needed)

3. If irrigation water is required, state source of water and provide proof of water availability such as an irrigation water right certificate. (Attach documentation as needed)
4. Identify the marketing and delivery systems available for the products produced by the farm operation. (Attach documentation as needed)
5. Demonstrate that the physical characteristics of the subject property are suitable to support the farm use. For example, are the soils suitable to support the crops or livestock? Is the property large enough to allow the use of the necessary farm equipment? Are there any

physical characteristics such as slopes, wetlands, flooding or drainage problems, buildings or other improvements which limit the property for the proposed farm uses. (Attach documentation as needed)

**IMPORTANT:** A relative, by law, is **only** a child, parent, stepparent, grandchild, grandparent, step-grandparent, sibling, stepsibling, niece, nephew or first cousin of the farm operator or the farm operator's spouse.

### **Farm Worker Information**

1. Name(s) and Position (Title):

\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

2. What is the family relationship between the farm owner/operator and the farmworker?

\_\_\_\_\_  
—

3. Does the person(s) have an off-site full time job?

\_\_\_\_\_ Yes \_\_\_\_\_ No

4. If the person(s) is working off-site, what company do they work for?

\_\_\_\_\_  
—

5. How many hours per week does the person(s) work off-site?

\_\_\_\_\_ Hrs/Week Off-site

6. Does the person(s) work on the farm?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. If the person(s) work on the farm, how many hours per week, month or year do they work?

\_\_\_\_\_ Week \_\_\_\_\_ Month \_\_\_\_\_ Year

8. What are their job responsibilities on the farm? Please, be specific.

\_\_\_\_\_  
\_\_\_\_\_

---

---

---

**Additional Information For  
Fire Equipment Access In Rural County**

Name: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Cell Number: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Hydrant in the area?    Yes                          No   

If Yes above, distance of hydrant from driveway entrance? \_\_\_\_\_ Feet

Length of Driveway from Road to Dwelling: \_\_\_\_\_ Feet

Width of Driveway Hard Surface: \_\_\_\_\_ Feet

Width of Cleared Area Side to Side of Driveway: \_\_\_\_\_ Feet

Show On Plot Plan All Structures

Show On Plot Plan Topography of Driveway (Slope)

Show On Plot Plan Turnaround Area and Widths

Total Square Footage of House? \_\_\_\_\_ Sq. Ft.

Total Square Footage of Outbuildings? \_\_\_\_\_ Sq. Ft.