



CITY OF HOOD RIVER PLANNING DEPT. APPLICATION INSTRUCTIONS ACCESSORY DWELLING UNIT (ADU)

1. The attached application is required by the Hood River Municipal Code (“Code”) for review of your proposed development. The Planning Department’s review process is required prior to review of building permits in order to ensure your proposal complies with the applicable provisions of the Zoning Code.
2. **Prior to submitting an application, applicants are strongly encouraged to discuss the proposal with:**
 - The Planning Department to confirm zoning requirements (planning@cityofhoodriver.gov);
 - The Building Department (building@cityofhoodriver.gov) to confirm building code requirements and estimated building permit fees; and,
 - The Engineering Department (engineering@cityofhoodriver.gov) to confirm System Development Charges (SDCs), additional required permits, and any required street frontage improvements.
3. Applications may be mailed or delivered to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. All of the following *must* be included in your application packet to be accepted:
 - Completed application form (electronic & paper)
 - All required materials listed in the application packet (electronic & paper copies)
 - Application fee – payable to City of Hood River
 - Appropriate number of copies of application and all support materials
4. An ADU application is a ministerial action reviewed and approved, approved with conditions, or denied within 21 days of acceptance unless the time limit is extended with the consent of the applicant. An applicant can appeal a ministerial action to the Planning Commission per the provisions in HRMC 17.09.070 within 12 days of the final decision.
5. All ADUs (new construction or converted space) require a building permit prior to approval of use and occupancy. A building permit can be obtained at the City Building Department after the ministerial action is final. The building permit review will include additional building plan review and inspection fees.
6. If you have questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City’s Zoning Ordinance and other useful information are available at the Planning Department’s website: <http://cityofhoodriver.gov/planning>

Other Department Contacts:

City Building Department: (541)387-5202; building@cityofhoodriver.gov

City Engineering/Public Works Department: (541)387-5220; engineering@cityofhoodriver.gov

*For ADU’s outside City limits, contact Hood River County Community Development (541)387-6840 or plan.dept@co.hood-river.or.us

File No.: _____
 Fee: _____
 Date Submitted: _____

**CITY OF HOOD RIVER
 ACCESSORY DWELLING UNIT (ADU) APPLICATION**

Submit the completed application form **with one (1) paper copy of all application materials and plans, one electronic copy (original .pdf), and appropriate fees** to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT/PARCEL OWNER: attach a copy of title or purchase contract.

Name:						
Address:						
(physical)						
(mailing)						
(email)						
Telephone:				Cell Phone:		
Signature:						
<i>*Authorization of parcel owner(s) required.</i>						
<u>PARCEL INFORMATION:</u>						
1. SUBJECT PROPERTY:						
Township		Range		Section		Tax Lot(s)
Current Zoning:				Parcel Size:		ADU size sq/ft:
<p>An ADU may not be used a vacation home rental, hosted homeshare or Short-term Rental of any kind. The City defines ‘short-term’ as anything less than 30 days at a time.</p> <p>I/we verify my/our understanding and agree that the ADU shall not be used as a short-term rental.</p> <p>Signature:</p>						

SUBMITTAL REQUIREMENTS: See attached

Plans accompanying the application shall include the following information.

- A **written narrative** explaining how the proposal meets the criteria specified in HRMC 17.23.010 and the development standards of the applicable zoning district (HRMC 17.03).
- Site Plan** drawn to scale (e.g. 1"=20') and depicting:
 - Location and dimensions of property lines, including north arrow.
 - Locations, dimensions and height of existing and proposed structures.
 - Location and identity of all utilities on the site, including stormwater facilities.
 - Location and dimensions of driveways and parking areas.
 - Percentage of the lot covered by all existing and proposed structures, driveways and parking areas.
 - Locations and dimensions of all easements and nature of the easements.
 - Other site elements which will assist in evaluation of the proposed use.
- Floor plan** verifying the dimensions of the ADU.
- Elevation drawings** of new structures, if applicable, with building height information.

HRMC 17.01.060 - DEFINITIONS:

ACCESSORY DWELLING UNIT means a separate dwelling unit contained within or detached from a single-family dwelling on a single lot, containing 800 square feet or less, excluding any garage area or accessory buildings, and sharing a driveway with the primary dwelling unless from an alley. A recreational vehicle is not and cannot be used as an accessory dwelling unit.

HRMC CHAPTER 17.23 - ACCESSORY DWELLING UNITS (ADU)

Legislative History: Ord. 1912 (2006); Ord 2026 (2016); Ord 2050 (2019)

17.23.010 General Requirements

- A. An ADU may be created within, or detached from, any single-family dwelling, whether existing or new, as a subordinate use, where permitted by this chapter in the R-1, R-2, R-3, C-1 and C-2 Zones.
- B. Only one ADU may be created per parcel or ownership accessory to a single-family dwelling (no townhouse or duplex).
- C. An application for an ADU shall be processed as a ministerial decision.
- D. Only the property owner, which includes title holders and contract purchasers, may apply for an ADU. The property owner need not occupy the primary or accessory dwelling as the principal residence.
- E. No off-street parking shall be required for an Accessory Dwelling Unit.

F. ADUs shall not exceed 800 square feet in floor area, as measured from the exterior walls, excluding from the calculation 1) Areas under 4 feet in height, 2) Areas not built as occupiable spaces* such as an attic or garage, and 3) Exterior areas that remain open to outside elements such as covered breezeways, porches, and covered decks.

*Occupiable Space (as provided by the Building Science Corporation): Any enclosed space inside the conditioned space and intended for human activities, including but not limited to, all habitable spaces, toilets, halls, laundry areas, closets, and other storage and utility areas.

G. All other applicable standards including, but not limited to, setbacks must be met.

H. If a garage or detached building does not currently meet setbacks, it may not be converted to an ADU.

I. All applicable standards in the City's building, plumbing, electrical, fire and other applicable codes for dwelling units must be met.

J. The owner of the property shall accept full responsibility for sewer and water bills.

K. An ADU may not be used as a transient rental, hosted homeshare, or vacation home rental.

