

### General information

An accessory dwelling unit (ADU) is a secondary unit on a residential property. ADUs can be created in a variety of ways, from converting a portion of an existing house to the construction of an entirely new building.

There are standards which apply to ADUs in Gresham. The following are requirements for **all** types of proposed ADUs:

- The ADU will not be occupied sooner than the primary dwelling.
- Short-term rentals (i.e. B&Bs) are not allowed in ADUs.
- There needs to be 3 paved parking spaces (8.5 feet wide by 18 feet deep) on the site.
- ADUs cannot be “tiny homes” on wheels or manufactured dwellings.

### Code

Regulations about accessory dwelling units can be found in Gresham Community Development Code (GCDC) under **Section 10.0100**.

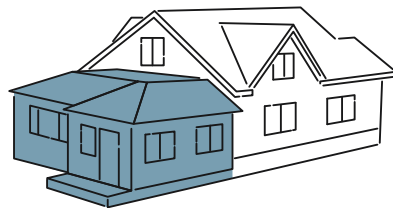
### Types

There are four types of ADUs currently allowed in Gresham. Each type has a specific procedure and requirements. Check each description and figure out which type of ADU you will be applying. All relevant information for each type can be found on the following pages.

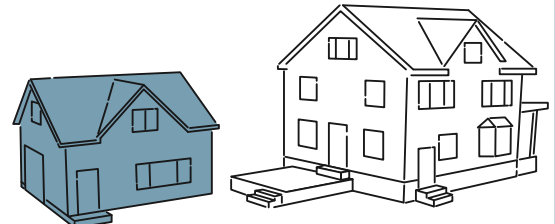
- 1 An ADU **conversion** uses existing space within a primary structure and makes changes in order to turn it into an ADU. With this type of ADU, there may be interior changes but there is no increase in building footprint.
- 2 An ADU **attached** to a primary dwelling with an increase in footprint or an ADU over a detached garage.
- 3 An ADU **attached** to a detached garage that increases the footprint. These units are either beside or behind the garage.
- 4 A **detached** ADU is separate from any existing structure on the property. They must meet certain standards or match the property’s primary structure.



Conversion



Attached



Detached

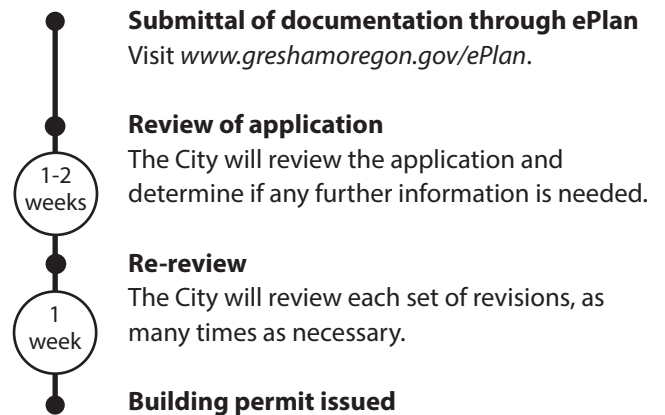
Type of ADU	Review type	Maximum size	Design standards
<b>Conversion</b>	Type I	900 square feet	No
<b>Attached to house or over detached garage</b>	Type II	900 square feet	Yes
<b>Beside or behind garage</b>	Type II	750 square feet (including the garage)	Yes
<b>Freestanding</b>	Type II <i>Type I in specific areas</i>	750 square feet or up to 50% of house size (whichever is less)	Yes

## Type I

### Application materials

- Non-refundable fee of **\$359** (as part of the building permit cost through ePlan).
- Floor plan showing all of building's use areas.
- Site plan showing location of all:
  - Structures
  - Paved/parking areas

### Timeline (2-3 weeks)

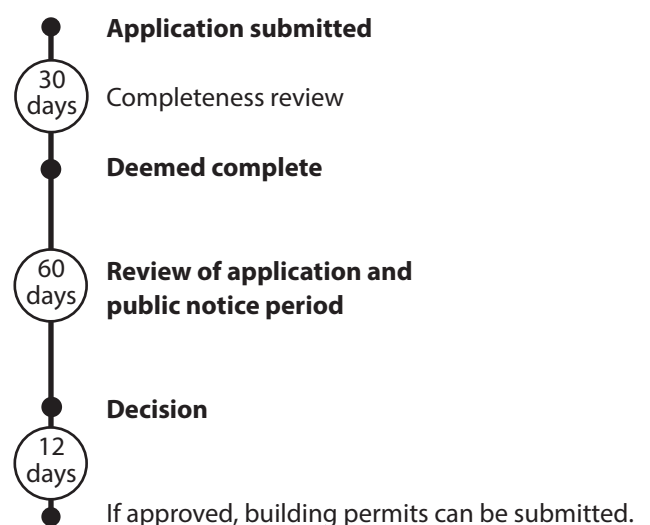


## Type II

### Application materials

- Non-refundable fee of **\$1,068**.
- A completed **development permit application**.
- Ten copies\* of the ADU **narrative statement form**.
- Ten copies\* of a **site plan** (11"x17") showing location of existing and proposed:
  - Structures
  - Property lines
  - Driveways
  - Parking
  - Water & sewer lines
  - Locations and sizes
  - of trees (if they will stay or be removed)
- Ten copies\* of a **preliminary floor plan** that shows:
  - Dimensions of each room
  - Use of each room
  - Location of building exits
- Include the following building features of existing and proposed:
  - Height
  - Roof pitch
  - Front door
  - Finish materials
  - Window proportion
  - & orientation

### Timeline (3-4 months)



\* If submittal is through ePlan, a digital file showing this information must be uploaded. Information and instructions are available at <http://www.greshamoregon.gov/ePlan>.

 **What features distinguish an ADU?**

An accessory dwelling unit includes a sleeping space and kitchen separate from the primary dwelling or garage. There is no cross access between the ADU and the primary dwelling.

 **Can I modify an existing space into an accessory dwelling unit (ADU)?**

Yes. Existing spaces such as garages and basements are often converted into accessory dwelling units.

 **To qualify as an attached ADU, how big must the connection to the primary dwelling unit be?**

The ADU must be connected by at least 10 feet of common wall, floor, or ceiling with the primary dwelling or garage.

 **Does the floor area cap include closet, storage, and stairway areas?**

Yes. It does not include patio or porch areas.

 **Can I convert my accessory structure (shed) into an ADU?**

Yes. This structure would be reviewed under the procedure for a detached ADU and would require building permits.

 **Does my ADU get a separate address?**

Usually. Contact the addressing coordinator for information about your particular site.

 **Can I rent out my ADU?**

Yes. An ADU can be rented out after the property owner attains a residential rental license. No short-term rentals are allowed.

 **Are ADUs charged System Development Charges (SDCs)?**

Yes, they are charged Transportation and Parks SDCs. New paving or structures may also trigger certain charges. Contact Development Engineering or use the online calculator.

 **Is there separate metering for the accessory dwelling unit?**

There is no separate water meter for an ADU, but there may be for electric and gas. Contact PGE and NW Natural.

 **Can I use a mobile home or tiny home as an ADU?**

No. ADUs must be built to Oregon Residential Specialty Code.

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SITE INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Procedure <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV	
City, state, ZIP	Assessor's R# (9 digits)	Pre-app #	
		Land use designation	Special Purpose Overlay districts
APPLICANT INFORMATION			
Name of applicant	Name of representative	Previous land use actions	
Name of firm	Name of firm		
Mailing address	Mailing address		
City, state, ZIP	City, state, ZIP		
Phone	Phone		
Email	Email		
ATTACHMENTS		<b>NON-EPLAN SUBMITTALS MUST BE IN COLLATED, FOLDED PACKETS.</b> Rolled plans will NOT be accepted. For number of copies, see handout, submittal checklist, or check with the Planner on Duty. Planner will advise applicant on the number of additional plans and/or narratives needed for further processing.	
<input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee	<input type="checkbox"/> Plans, maps, special reports (see checklist) <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting*		
<b>YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED.</b>			
<input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below)			
NOTARIZED SIGNATURES			
By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application.		<b>Notary stamp</b>	
State of Oregon } County of Multnomah } SS			
Signed and sworn to (or affirmed) before me on _____, 20__ by _____ as _____ of _____.			
X _____ Applicant signature	X _____ Representative signature (if signing on behalf of owner)		
		Notary signature:	
		My commission expires:	
APPLICATION FEES			
Submitted to	Date paid	Total non-refundable fee	

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**The proposed ADU is located either:**

- Inside /  added to a single-family detached dwelling;       Next to a shed or garage; or  
 Over a detached garage;       Separate from the primary dwelling (freestanding).  
 Over a detached garage under construction;

**The ADU meets the maximum size requirements.**

The ADU will have a total floor area of \_\_\_\_\_ square feet.

**The ADU has at least 10 feet of one of the following:**

- Common wall  
 Common floor/ceiling  
 Common ceiling with the single-family attached dwelling or garage  
 Not applicable

**The property where the ADU is located is zoned:**

**The ADU will meet the height standards for the zone.**

The height of the ADU will be \_\_\_\_\_ feet, meeting the maximum height standard of \_\_\_\_\_ feet for this zone.

- Flag lot height restriction applies.       Infill residential height compatibility restriction applies.

**Structures meet all the required setbacks.**

	Distance from front property line	Distance from rear property line	Distance from side property line	Distance from side property line
<b>Existing house</b>	_____ feet	_____ feet	_____ feet	_____ feet
<b>ADU</b>	_____ feet	_____ feet	_____ feet	_____ feet

**The following information is required for freestanding ADUs:**

There will be at least \_\_\_\_\_ feet of separation between the ADU and all other structures.

The existing primary dwelling is \_\_\_\_\_ feet tall. The ADU will be \_\_\_\_\_ feet tall.

The distance between the primary dwelling and ADU is \_\_\_\_\_ feet.

The closest dwelling to the ADU is on  this lot /  another lot.

- Not applicable

<b>The exterior of the proposed ADU will match the primary dwelling.</b>	
Finish material (siding) of proposed ADU: _____ <input type="checkbox"/> Matches existing structure <input type="checkbox"/> Not applicable	Roof pitch of proposed ADU: _____ <input type="checkbox"/> Matches existing structure <input type="checkbox"/> Not applicable
Eave projection of proposed ADU: _____ <input type="checkbox"/> Matches existing structure. <input type="checkbox"/> Not applicable	Window trim size of proposed ADU: _____ <input type="checkbox"/> Matches existing structure Windows of the primary dwelling and proposed ADU both have a <input type="checkbox"/> vertical / <input type="checkbox"/> horizontal orientation. <input type="checkbox"/> Not applicable
<b>Attached ADUs will not have a new entrance on an exterior wall facing a front property line.</b>	
Access to the ADU will be facing the <input type="checkbox"/> rear / <input type="checkbox"/> side property line. <input type="checkbox"/> Not applicable	
<b>The property will meet the parking requirements.</b>	
The site currently has _____ parking spaces. # in garage: _____ # in driveway: _____	There will be _____ parking spaces added. # in garage: _____ # in driveway: _____ There will be _____ parking spaces taken away by converting the garage into an ADU.
<b>ADU rental requirements:</b>	
<input type="checkbox"/> The ADU will not be used for short-term rentals (i.e. Bed and Breakfasts).	