



Department of Planning and Building Services
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SECONDARY DWELLING UNITS

WHAT IS A SECONDARY DWELLING UNIT?

A Secondary Dwelling Unit (SDU) is one additional dwelling unit located on a lot already containing a primary dwelling. An SDU may be in a detached structure or may be located within or attached to the primary dwelling. The approval criteria for SDUs are listed in LOC 50.03.003.1.e.

PRE-APPLICATION CONFERENCE REQUIRED

A Pre-Application (Pre-App) Conference is required for all SDU applications prior to submitting the land use application. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

APPLICATION PROCEDURE

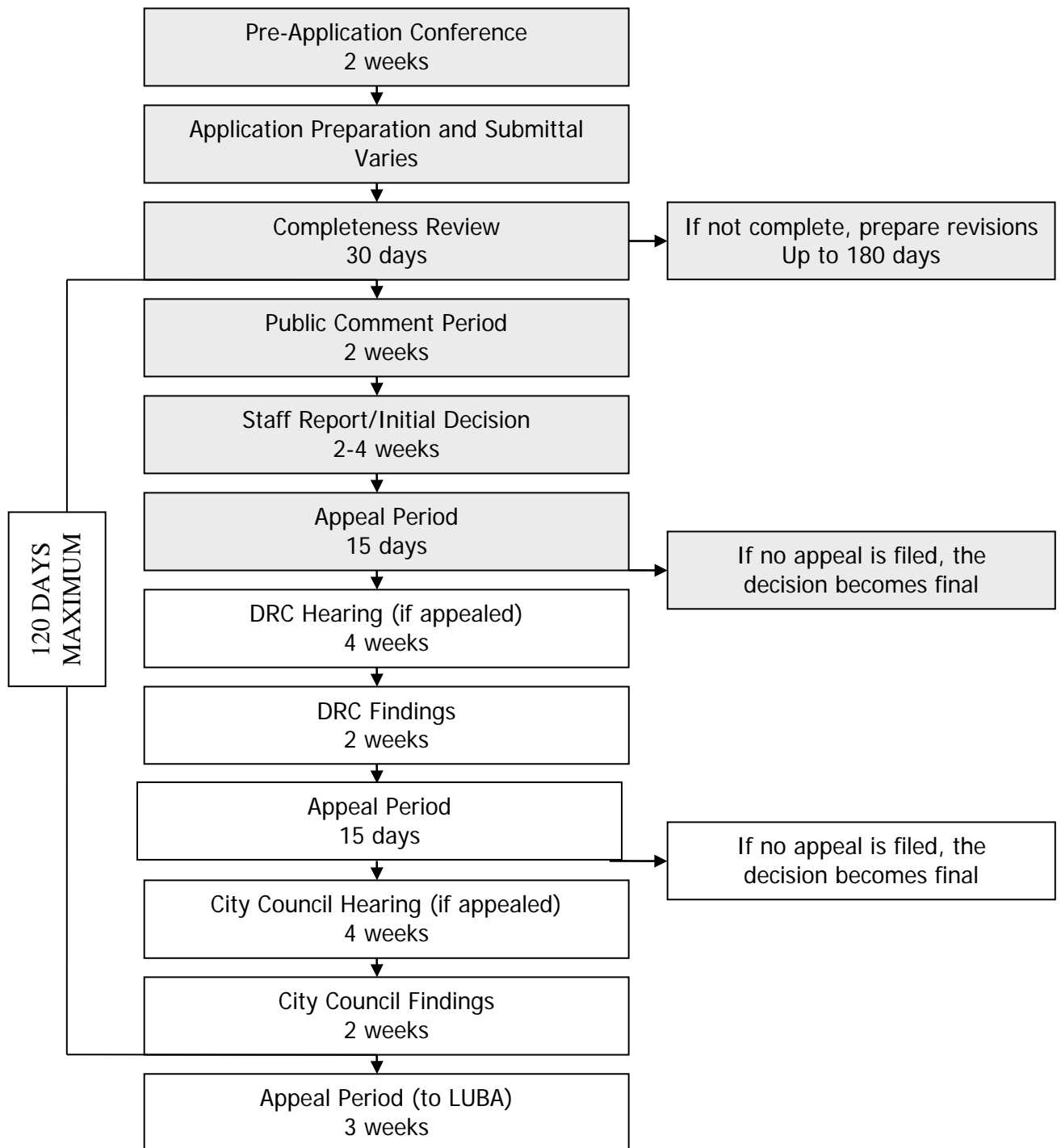
Following the Pre-App, the applicant (owner or owner's appointed agent) files a complete application with the Department of Planning and Building Services using the Land Use Application form available at the department (and on our website at www.ci.oswego.or.us). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for an SDU application. A complete list of the required application materials for your proposal will be provided at the Pre-App.

Submitted plans and attachments are routed to all concerned City departments for review. The City has 30 days to determine whether the SDU application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary. When the application is "complete," the City mails a Notice of Application to surrounding property owners, which begins a 14 day comment period.

WHO MAKES THE DECISION

In most cases, the planning staff will make the decision on an SDU application following the comment period. The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code and other codes, public comment, and inspection of the property. Appeals of the staff decision can be made to the Development Review Commission (DRC). If staff finds that the request will be controversial or that there is a high likelihood that the staff decision will be appealed, staff will forward the application to the DRC for a public hearing for the initial decision. Appeals of the DRC's decision can be made to the City Council. The flow chart, below, identifies the typical review process for an SDU; however, special

circumstances may increase certain processing times. A staff decision becomes final after expiration of the 15-day appeal period unless an appeal is filed.



SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for SDU applications; however, as each SDU request is unique, additional items may be identified at the Pre-App Conference. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public information.

GENERAL

The following items are required to be submitted in **SEVEN COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report **(TWO SETS)**.
- A survey map that is prepared, stamped and signed by a licensed surveyor that illustrates the existing structure(s) on the site, the nearest walls of the structure(s) on abutting lots closest to the proposed SDU, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 5" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled site plan, floor plans, and complete elevation drawings (showing existing and finished ground elevations). Please clearly label the existing and proposed footprint and existing and proposed portions of the structure(s) on all plans.
- If tree removal is proposed, a site plan illustrating the location, size, and species of all trees on the site and identifying those designated for removal. Be sure to address the Type II tree removal criteria [LOC 55.02.080 of the Tree Code] and include a mitigation plan. Tag trees requested for removal with a yellow ribbon.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Sticky back address labels with name and addresses of at least 50 properties within 300+ feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records **(TWO SETS)**. Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- 8 x 11 ½ reductions of all oversized materials **(TWO SETS)**.
- Additional information as identified by the City in the Pre-App Checklist.