
The comments of this pre-application are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.

ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET
March 10, 2021

SITE: 840 Cambridge St.
APPLICANT: Peter Cipes Building Design
OWNER: William S “Stacy” and Meridith Page
REQUEST: SDR/ARU

PLANNING STAFF COMMENTS:

This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant’s attention prior to their preparing a formal application submittal.

Summary: Accessory Residential Unit (ARU) applications are generally straightforward. Staff has not identified any deficiencies in the proposed ARU site plan. The preliminary site plan along with written responses to the relevant approval criteria will make for an application that is easy to approve at the staff level.

ARU’s are limited to no more than 50% of the primary dwelling. The county assessor indicates that the primary dwelling is 1772 square feet. Therefore, an ARU of up to 886 square feet could be authorized. After July 1 the applicant would not be restricted to this limit (see below).

(FYI – Code changes being considered by the Planning Commission and Council over the first half of 2021 may mean that Accessory Residential Units –will not be subject to land use approval after July 1.) These changes will require the city to allow duplexes on any lot where we allow a single family home.

In all residential zones, off-street parking in a front yard for all vehicles, including trailers and recreational vehicles is limited to a contiguous area no more than 25 percent of the area of the front yard, or a contiguous area 25 feet wide and the depth of the front yard, whichever is greater.

- The final site plan shall show an area not to exceed 25’ in width for vehicle parking..

ACCESSORY RESIDENTIAL UNIT (ARU)

An ARU application must demonstrate compliance with the approval criteria for Site Design Review, which includes addressing some of the Multi-Family Residential Site Development & Design Standards, and must also address the Special Use Standards for an ARU which in an R-1 zone cannot exceed 1,000 square feet and cannot be more than 50 percent of the gross habitable floor area of the primary residence. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

SITE DESIGN REVIEW APPROVAL CRITERIA

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval,

consistent with the applicable criteria.

- A. Underlying Zone.** *The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.*
- **Setbacks:** all new construction appears to meet required setbacks.
 - **Lotcoverage:** proposed lot coverage appears to meet the standards of the zone.
 - **Solar Setbacks:** While it is clear that the proposal is well within the solar setback standard construction drawings shall be required to detail the average slope, shade producing height, calculated solar setback, and actual solar setback provided.
- B. Overlay Zones.** *The proposal complies with applicable overlay zone requirements (part 18.3).*
- **Overlay:** The only relevant overlay is the wildfire overlay that affects the entire town. The applicant will be required to comply with fuel reductions at the direction of the fire department prior to bringing combustible construction material on site.
- C. Site Development and Design Standards.** *The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.*
- The following Site Development and Design Standards in Chapter 18.4.2 apply to ARU's:
 - C. Building Orientation.** *Residential buildings that are subject to the provisions of this chapter shall conform to all of the following standards. See also, solar orientation standards in section 18.4.8.050.*
 1. **Building Orientation to Street.** *Dwelling units shall have their primary orientation toward a street. Where residential buildings are located within 20 feet of a street, they shall have a primary entrance opening toward the street and connected to the right-of-way via an approved walkway.*
 2. **Limitation on Parking Between Primary Entrance and Street.** *Automobile circulation or off-street parking is not allowed between the building and the street. Parking areas shall be located behind buildings, or on one or both sides.*
 3. **Build-to Line.** *Where a new building is proposed in a zone that requires a build-to line or maximum front setback yard, except as otherwise required for clear vision at intersections, the building shall comply with the build-to line standard.*
 - ~~**D. Garages.** *The following standards apply to garages, carports, canopies, and other permanent and temporary structures used for parking or storing vehicles, including those parking and vehicle storage structures accessory to detached single-family dwellings. The standards are intended to balance residents' desire for a convenient, safe, and private vehicle access to their homes with the public interest in maintaining safe and aesthetically pleasing streetscapes. The standards therefore promote pedestrian safety and visibility of public ways, while addressing aesthetic concerns associated with street-facing garages. For the purpose of this subsection, a garage opening is considered to be facing a street where the opening is parallel to or within 45 degrees of the street right-of-way line.*~~
 1. ~~**Alleys and Shared Drives.** *Where a lot abuts a rear or side alley, or a shared driveway, including flag drives, the garage or carport opening(s) for that dwelling shall orient to the alley or shared drive, as applicable, and not a street.*~~

~~2. **Setback for Garage Opening Facing Street.** The minimum setback for a garage (or carport) opening facing a street is 20 feet. This provision does not apply to alleys.~~

- **N/A, this project does not involve any new garage.**

*E. **Building Materials.** Building materials and paint colors should be compatible with the surrounding area. Very bright primary or neon-type paint colors, which attract attention to the building or use, are unacceptable.*

- **Elevation Drawings:** With Site Design Review, the application would need to include scalable drawings of all elevations of the proposed new building along with color and material details.

*D. **City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.*

- **Adequate Capacity of Public Utilities:** The application will need to demonstrate that adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Utility Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot. Applications will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan. Any necessary transformers or cabinets need to be placed in locations that are the least visible from the public right-of-way. The utility line and meter locations should be coordinated with the Tree Protection Plan to identify any potential impacts to trees that are six-inches in diameter or greater.
- **Electric Meter:** The city requires a separate electric meter for each residential unit. Electric meters/boxes should be placed in locations that are least visible from the street right-of-way while considering the access requirements of the Electric Department.
- **Local Improvement District:** As required in AMC 18.4.6.030.B, whenever a request is made for a building permit which involves construction of a new residential unit or any request involving a planning action which would increase traffic flow on any street that is not fully improved to city street standards, the applicant is required to agree to participate in a future Local Improvement District (LID) to cover their proportional share of costs for future street improvements, and to waive the right to remonstrate the formation of an LID. Full street improvements are defined as paving, curbs, gutters, sidewalks, and the undergrounding of utilities. *(This requirement is not intended to require owners to waive their rights to present their views during a public hearing held by the City Council.)*

*E. **Exception to the Site Development and Design Standards.** The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1, 2, or 3, below, are found to exist.*

1. *There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;*

2. *There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.*
3. *There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of 18.2.3.090.*
 - The application would need to address the Exception criteria above if any of the details of the proposal do not comply with the applicable design standards, *such as for parking or circulation located between the building and the street.*

ARU SPECIAL USE STANDARDS

B. R-1 Zone. Accessory residential units in the R-1 zone shall meet the following requirements:

1. One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.

Only 1 ARU is proposed

2. Accessory residential units are not subject to the density or minimum lot area requirements of the zone.
3. The maximum gross habitable floor area (GHFA) of the accessory residential unit shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 1,000 square feet GHFA.

State both the size of the primary structure and the size of the ARU demonstrating this requirements.

4. The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.

These standards were addressed above under the site design review standards.

5. Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section [18.4.3.040](#), except that parking spaces, turn-arounds, and driveways are exempt from the requirements in subsections [18.4.3.080.D.1](#) and [18.4.3.080.D.2](#) and paving requirements in subsection [18.4.3.080.E.1](#).

- While Ashland's off-street parking requirements are that an ARU under 500 square feet provide one off-street parking space in addition to the two spaces required for the primary unit, recent changes at the state level prevent cities from requiring additional off-street parking for ARU's so additional parking would not be required with an ARU application.

Tree Preservation & Protection: The final application will need to include an inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed.

Demolition Review Permit: If existing structures in excess of 500 square feet are proposed for removal, they would require a Demolition/Relocation Review Permit through the Building Division. Buildings under this threshold square footage do not require a Demolition/Relocation Permit but

would still require a permit/inspection in conjunction with demolition to ensure that utilities are properly addressed during demolition.

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is better if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

OTHER DEPARTMENTS' COMMENTS

FIRE DEPARTMENT: *See comments at the end of this document.* Please contact Division Chief & Fire Marshal Ralph Sartain of the Fire Department for any additional information at (541) 552-2229 or via e-mail to Ralph.Sartain@ashland.or.us .

BUILDING DEPARTMENT: *No comments at this time.* Please contact the Building Division for Building Codes-related information at (541) 488-5305.

CONSERVATION DEPARTMENT: *No comments at this time.* There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy efficient with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us .

PUBLIC WORKS DEPARTMENT: *No comments at this time.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to karl.johnson@ashland.or.us .

ELECTRIC DEPARTMENT: The applicant will need to contact Dave Tygerson in the Electric Department at (541) 552-2389 to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Dave can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Dave Tygerson, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

WATER AND SEWER SERVICE: *“If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double check detector assembly (DCDA) complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.”*

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PROCEDURAL HANDLING

An Accessory Residential Unit is subject to a ‘**Type I**’ procedure, which provides for an administrative decision with notice to neighbors and the potential for appeal to the Planning Commission. If appealed, the Planning Commission hearing would be ‘de novo’ and the Commission’s decision would be the final decision of the city. *(If a Variance were requested, up to a 50 percent reduction in the required setback is also a ‘Type I’ procedure.)*

APPLICATION REQUIREMENTS

1. **Application Form and Fee.** *Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless the appropriate application fee accompanies it.*
2. **Submittal Information.** *The application shall include all of the following information.*
 - a. *The information requested on the application form (see <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>).*
 - b. *Plans and exhibits required for the specific approvals sought (see below).*
 - c. *A written statement or letter (“written findings”) explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).*
 - d. *Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.*
 - e. *The required fee (see below & https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf).*

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

Written Statements

Please provide two copies of a written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Site Design Review** **AMC 18.5.2.050**
- **Accessory Res. Unit** **AMC 18.2.3.040**
- **Conditional Use Permit (if applicable)** **AMC 18.5.4.050**

Plans & Exhibits Required

Please provide two sets of exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect’s or engineer’s scale.

- **Site Design Review** **AMC 18.5.2.040**
- **Conditional Use Permit (if applicable)** **AMC 18.5.4.050**
- **Tree Protection Plan** **AMC 18.4.5.030**

NEXT APPLICATION DEADLINE*:	First Friday of each month
UPCOMING PLANNIGN COMMISSION MEETING:	Second Tuesday of each month
FEES*:	
Site Design Review/Accessory Res. Unit	\$ 710.00
Variance or CUP (Type I, if applicable)	\$ 1,092.00
Exceptions (if applicable):	\$ 0
Tree Removal Permits:	\$ 0

***NOTES:**

- *These fees are slated to increase soon with Council approval of an annual adjustment based on the Consumer Price Index (CPI).*
- *Applications are accepted on a first come-first served basis.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.*
- *Applications are reviewed for completeness in accordance with ORS 227.178, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact:

March 10, 2021

Aaron Anderson, Associate Planner

Phone: 541-552-2052/ E-mail: aaron.anderson@ashland.or.us

Ashland Fire & Rescue (AF&R) Pre-Application Comments

Pre-Application Comments

Date: 3-3-2021

Project Address:

840 Cambridge Street

Permit Number:

PREAPP-2020-00260

Project Description:

Covert Existing Garage into 499 sq. ft. ARU

Ashland Fire & Rescue Contact:

Ralph Sartain

541-552-2229

ralph.sartain@ashland.or.us

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

Addressing - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505

Fire Apparatus Access Approach -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. OFC 503.2.8

Fire Apparatus Access -Single Residential Lot-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.

Aerial Ladder Access – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.

Firefighter Access Pathway – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1

Fire Hydrant Distance to Structures - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.

Fire Hydrants Clearance - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.

Fire Sprinkler System – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1

Fire Sprinkler System – If access to site exceeds 10 % the installation of a residential system will be required. The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1

Gates and Fences – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.

Wildfire Hazard Areas – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in Ashland Municipal Code, section 18.3.10.100 is required.

Wildfire Hazard Areas - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

Vegetation – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. www.ashlandfirewise.org. Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.

Fire Season – If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.

Accessory Residential Units in Wildfire Hazard Areas - Accessory Residential Units on land zoned RR in the Wildfire Hazard Areas are required to install a residential fire sprinkler system.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or ralph.sartain@ashland.or.us.

Type I Procedure

Administrative Decision

1. Type I Site Review (\$1,092 base fee)*
 - Downtown
 - Detail Site Review Zone
 - Commercial, Industrial and Non-residential
 - Residential (*Base + \$72.50 per unit*)

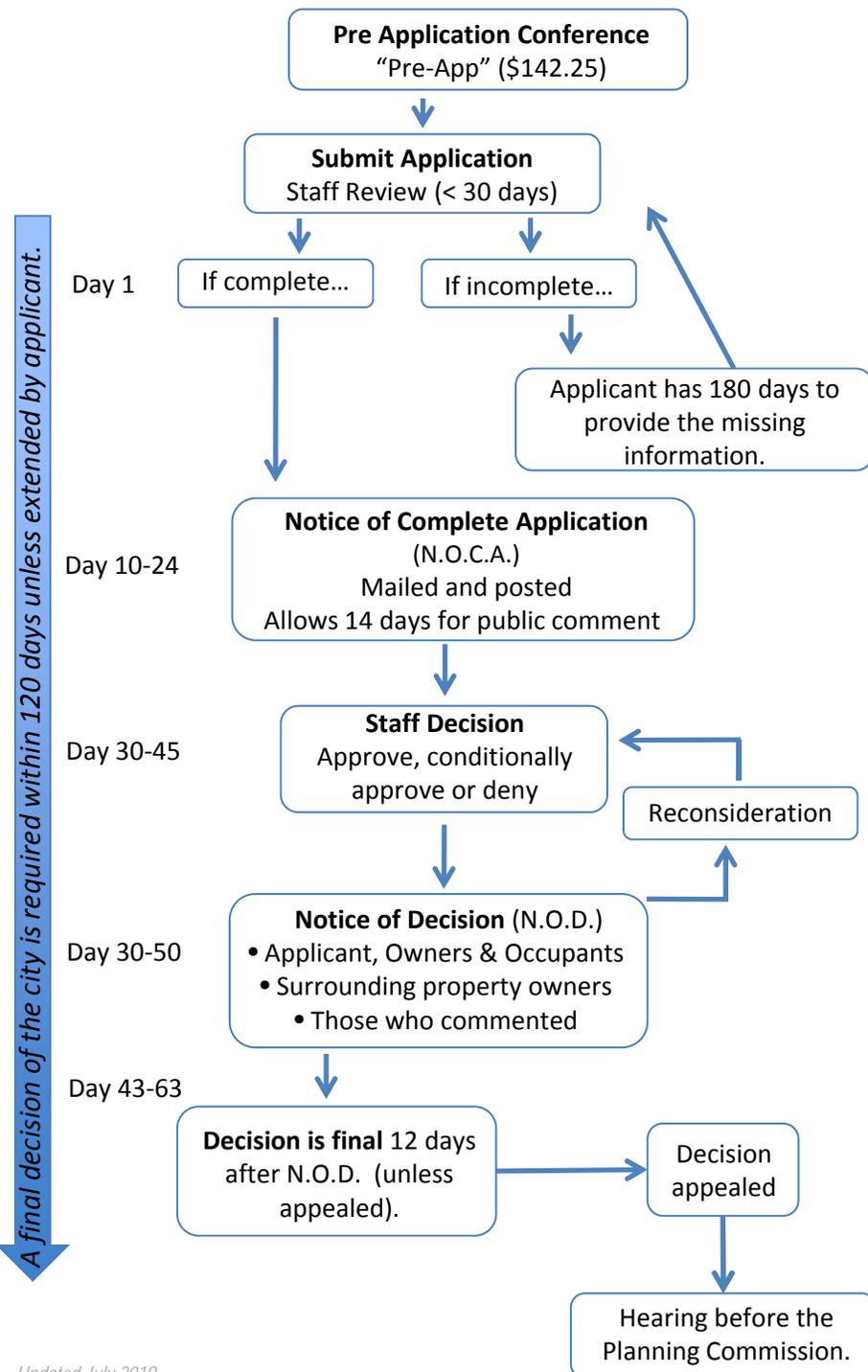
} Base + ½ % of value of construction
2. Accessory Residential Unit (\$710)*
3. Miscellaneous Type I Actions (\$1,092)*
 - Amendments or Modifications
 - Physical and Environmental Constraints Permit
 - Water Resources Permit
 - Tree removal (\$30.50, no base fee with another application)

4. Variances (\$1,092)*
5. Conditional Use Permits (\$1,092)*
6. Land Partitions (\$1,092 + \$72.50 per lot)*

**Fees are cumulative and depend on project specifics*

See Ashland Land use Ordinance (LUO) 18.5.1.050 for complete information. Contact City of Ashland Planning for any questions or more information at 51 Winburn Way, Ashland OR, 97520. **Phone:** 541-488-5305; **E-mail:** Planning@ashland.or.us.

Priority planning action processing for LEED® certified buildings.



A pre-application conference is required and valid for six months. Conferences are Wednesday afternoons, as available, and must be scheduled at least two weeks in advance.

Fees must be paid upon submission of the application. Planning staff review the application and determine if it is complete and inform the applicant within 30 days of submittal. (See 18.5.1.090)

Within ten days of completeness determination, written notice will be mailed to the applicant, owners of the property, and property owners within 200 feet of the property. A clearly visible notice will be posted on the property by City staff. These notices allows 14 days for the submission of written comments. (See 18.5.1.050.B.)

Within 45 of a completeness determination, but not less than 20 days after the N.O.C.A., a decision is made. Within 5 days of the decision, the City will mail notice of the decision (N.O.D.) to the applicant, owner and occupants of the property and any group or individual who submitted written comments. Planning Director can reconsider a decision pursuant to 18.5.1.050.C & D.

Decision is final 12 days after N.O.D., unless there is an appeal. An appeal must be requested within 11 days of N.O.D. with an appeal fee of \$150. Appeals are heard by the Planning Commission at the next regular Planning Commission meeting, which is the final decision of the City for Type I's. Further appeals are to the State Land Use Board of Appeals (LUBA). (See 18.5.1.050.G)

FEES EFFECTIVE:
January 1, 2020 to June 30, 2020

Next fee increase will occur July 1, 2020

RESIDENTIAL

SYSTEMS DEVELOPMENT CHARGES

The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements.

SDCs are collected to help pay for growth related improvements in the following areas: water supply, distribution and treatment, sewer collection and treatment, transportation, storm water collection, and parks and recreation\open space acquisition.

If you are building a new structure or adding onto an existing one, the following fees will be assessed along with standard Plan Review, Building Permit, Community Development and Engineering fees. The Plan Review fee is due at application and rest are due at the time of building permit issuance.

WATER AND SEWER SDC

If you are adding additional habitable space (any heated space), water and sanitary sewer SDCs will be charged.

To calculate water SDC, multiply **\$2.6069** by the total of the additional habitable space being created (any heated space). To calculate sewer SDC, multiply **\$2.0787** by the total of the additional habitable space being created (any heated space)

STORM/IMPERVIOUS SURFACE SDC

If you are adding roof area, driveway or any other impervious surface (concrete paths/decks, swimming pools, etc) you will be assessed for storm water collection.

To calculate, multiply **\$0.1689** by the total square footage of the impervious surfaces.

PARKS AND RECREATION SDC

The Parks and Recreation SDC is charged only for the creation of new units of the following categories:

Single Family	\$1,041.20/unit
Multi-Family	\$ 814.86/unit
Units less than 500 sq ft	\$ 611.15/unit
Tourist Room	\$ 487.76/room

TRANSPORTATION SDC

The Transportation SDC is based on the land use category for each project and is charge for each new dwelling unit.

	Under 500 sq.ft.	501 sq.ft. – 800 sq.ft.	Over 800 sq. ft.
Single Family Dwelling/Townhome	\$1,920.85	\$2,881.28	\$3,841.70
Apartment/Condominium /ARU	\$1,489.33	\$2,233.99	\$2,978.65



City of Ashland

Estimated Building Permit and SDC Fees for Single Family Residences

Square Footage	Valuation ¹	Permit Fees ²	Plan Check Fee	Comm Dev Fee ³	Fire Protection Fee	Eng Fee ³	Water SDC	Sewer SDC	Impv. Surface SDC	Parks SDC	Transp SDC	School Excise Tax ⁴	Total
500	\$70,860	\$598	\$389	\$850	\$237	\$531	\$1,303	\$1,039	\$84	\$611	\$1,921	\$535	\$8,100
1000	\$141,720	\$911	\$592	\$1,701	\$361	\$1,063	\$2,607	\$2,079	\$169	\$1,041	\$3,842	\$1,070	\$15,435
1100	\$155,892	\$968	\$629	\$1,871	\$383	\$1,169	\$2,868	\$2,287	\$186	\$1,041	\$3,842	\$1,177	\$16,420
1200	\$170,064	\$1,024	\$666	\$2,041	\$406	\$1,275	\$3,128	\$2,494	\$203	\$1,041	\$3,842	\$1,284	\$17,404
1300	\$184,236	\$1,081	\$703	\$2,211	\$428	\$1,382	\$3,389	\$2,702	\$220	\$1,041	\$3,842	\$1,391	\$18,388
1400	\$198,408	\$1,138	\$739	\$2,381	\$451	\$1,488	\$3,650	\$2,910	\$236	\$1,041	\$3,842	\$1,498	\$19,373
1500	\$212,580	\$1,194	\$776	\$2,551	\$473	\$1,594	\$3,910	\$3,118	\$253	\$1,041	\$3,842	\$1,605	\$20,358
1600	\$226,752	\$1,251	\$813	\$2,721	\$495	\$1,701	\$4,171	\$3,326	\$270	\$1,041	\$3,842	\$1,712	\$21,343
1700	\$240,924	\$1,308	\$850	\$2,891	\$518	\$1,807	\$4,432	\$3,534	\$287	\$1,041	\$3,842	\$1,819	\$22,328
1800	\$255,096	\$1,364	\$887	\$3,061	\$540	\$1,913	\$4,692	\$3,742	\$304	\$1,041	\$3,842	\$1,926	\$23,313
1900	\$269,268	\$1,421	\$924	\$3,231	\$563	\$2,020	\$4,953	\$3,950	\$321	\$1,041	\$3,842	\$2,033	\$24,298
2000	\$283,440	\$1,478	\$961	\$3,401	\$585	\$2,126	\$5,214	\$4,157	\$338	\$1,041	\$3,842	\$2,140	\$25,282
2100	\$297,612	\$1,534	\$997	\$3,571	\$608	\$2,232	\$5,474	\$4,365	\$355	\$1,041	\$3,842	\$2,247	\$26,267
2200	\$311,784	\$1,591	\$1,034	\$3,741	\$630	\$2,338	\$5,735	\$4,573	\$372	\$1,041	\$3,842	\$2,354	\$27,252
2300	\$325,956	\$1,648	\$1,071	\$3,911	\$653	\$2,445	\$5,996	\$4,781	\$388	\$1,041	\$3,842	\$2,461	\$28,237
2400	\$340,128	\$1,705	\$1,108	\$4,082	\$675	\$2,551	\$6,257	\$4,989	\$405	\$1,041	\$3,842	\$2,568	\$29,222
2500	\$354,300	\$1,761	\$1,145	\$4,252	\$697	\$2,657	\$6,517	\$5,197	\$422	\$1,041	\$3,842	\$2,675	\$30,206
2600	\$368,472	\$1,818	\$1,182	\$4,422	\$720	\$2,764	\$6,778	\$5,405	\$439	\$1,041	\$3,842	\$2,782	\$31,191
2700	\$382,644	\$1,875	\$1,218	\$4,592	\$742	\$2,870	\$7,039	\$5,612	\$456	\$1,041	\$3,842	\$2,889	\$32,175
2800	\$396,816	\$1,931	\$1,255	\$4,762	\$765	\$2,976	\$7,299	\$5,820	\$473	\$1,041	\$3,842	\$2,996	\$33,160
2900	\$410,988	\$1,988	\$1,292	\$4,932	\$787	\$3,082	\$7,560	\$6,028	\$490	\$1,041	\$3,842	\$3,103	\$34,145
3000	\$425,160	\$2,045	\$1,329	\$5,102	\$810	\$3,189	\$7,821	\$6,236	\$507	\$1,041	\$3,842	\$3,210	\$35,130
3100	\$439,332	\$2,101	\$1,366	\$5,272	\$832	\$3,295	\$8,081	\$6,444	\$524	\$1,041	\$3,842	\$3,317	\$36,115
3200	\$453,504	\$2,158	\$1,403	\$5,442	\$855	\$3,401	\$8,342	\$6,652	\$540	\$1,041	\$3,842	\$3,424	\$37,100
3300	\$467,676	\$2,215	\$1,440	\$5,612	\$877	\$3,508	\$8,603	\$6,860	\$557	\$1,041	\$3,842	\$3,531	\$38,085
3400	\$481,848	\$2,271	\$1,476	\$5,782	\$899	\$3,614	\$8,863	\$7,068	\$574	\$1,041	\$3,842	\$3,638	\$39,070
3500	\$496,020	\$2,328	\$1,513	\$5,952	\$922	\$3,720	\$9,124	\$7,275	\$591	\$1,041	\$3,842	\$3,745	\$40,054

Note: These calculations are based on estimated average costs - specific project costs will fluctuate.

- 1 Valuation is calculated as square footage X \$141.72 for a single family residence.
- 2 Temporary Power, if needed, is a separate permit, at an additional fee. Utility Connection fees and State Surcharge fees are **not** included.
- 3 Community Development and Engineering Development fees are 1.2% and .75% of valuation, respectively.
- 4 School Excise Tax is \$1.07 per sq ft for residential.



Planning Division
 51 Winburn Way, Ashland OR 97520
 541-488-5305 Fax 541-488-6006

ZONING PERMIT APPLICATION

FILE # _____

DESCRIPTION OF PROJECT _____

DESCRIPTION OF PROPERTY _____ Pursuing LEED® Certification? YES NO

Street Address _____

Assessor's Map No. 39 1E _____ Tax Lot(s) _____

Zoning _____ Comp Plan Designation _____

APPLICANT

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROPERTY OWNER

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) *that I produced sufficient factual evidence at the hearing to support this request;*
- 2) *that the findings of fact furnished justifies the granting of the request;*
- 3) *that the findings of fact furnished by me are adequate; and further*
- 4) *that all structures or improvements are properly located on the ground.*

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Applicant's Signature

 Date

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Property Owner's Signature (required)

 Date

[To be completed by City Staff]

Date Received _____ Zoning Permit Type _____ Filing Fee \$ _____

OVER ►►

ZONING PERMIT SUBMITTAL REQUIREMENTS

- APPLICATION FORM must be completed and signed by both applicant and property owner.
- FINDINGS OF FACT – Respond to the appropriate zoning requirements in the form of factual statements or findings of fact and supported by evidence. List the findings criteria and the evidence that supports it. Include information necessary to address all issues detailed in the Pre-Application Comment document.
- 2 SETS OF SCALED PLANS no larger than 11"x17". Include site plan, building elevations, parking and landscape details. (Optional – 1 additional large set of plans, 2'x3', to use in meetings)
- FEE (Check, Charge or Cash)
- LEED® CERTIFICATION (*optional*) – Applicant's wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps:
 - Hiring and retaining a LEED® Accredited Professional as part of the project team throughout design and construction of the project; and
 - The LEED® checklist indicating the credits that will be pursued.

NOTE:

- Applications are accepted on a first come, first served basis.
- Applications will not be accepted without a complete application form signed by the applicant(s) AND property owner(s), all required materials and full payment.
- All applications received are reviewed for completeness by staff within 30 days from application date in accordance with ORS 227.178.
- The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting. (Planning Commission meetings include the Hearings Board, which meets at 1:30 pm, or the full Planning Commission, which meets at 7:00 pm on the second Tuesday of each month. Meetings are held at the City Council Chambers at 1175 East Main St).
- A notice of the project request will be sent to neighboring properties for their comments or concerns.
- If applicable, the application will also be reviewed by the Tree and/or Historic Commissions.