

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

File No. \_\_\_\_\_

Fee: \_\_\_\_\_

PLANNING COMPLIANCE REVIEW  
LAND USE COMPATABILITY STATEMENT

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

Mailing address: \_\_\_\_\_

Phone No.: Office \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? \_\_\_\_\_ owner's agent?

PROPERTY OWNER: \_\_\_\_\_ same as above, OR:

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

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TAX ACCOUNT NO.: \_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

\_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

PURPOSE / PROPOSAL: \_\_\_\_\_

PRESENT USES: (farm, forest, bush, residential, etc.)

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

PROPOSED USES:

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

**CONTIGUOUS PROPERTY:** List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CERTIFICATION:**

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS / SPECIAL INSTRUCTIONS:**

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

+++++

Planning Department Use Only

Date Rec'd. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Staff Member: \_\_\_\_\_ Record No. \_\_\_\_\_

Review Criteria: \_\_\_\_\_

Staff Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CHECKLIST FOR ACCESSORY DWELLING UNITS (ADU) APPLICATION PERMIT  
COLUMBIA COUNTY  
May 2019**

- 1. Identify the location of the new ADU and the Specific City's Urban Growth Boundary and the Fire District**
  - Gross Habitable Floor Area of existing Primary Dwelling
  - Gross Habitable Floor Area of new ADU
  - Zoning of Subject Property
  - Identify how the ADU will be established by the.
    1. Conversion of existing dwelling or accessory structure
    2. Expansion of existing dwelling
    3. Construction of new dwelling
  
- 2. Identify the proposed method of sewage disposal---onsite septic system or community sewer.**
  - Has the County Sanitarian approved the new use of the existing septic system
  - Submit a Will Serve letter from the City confirming city sewer can serve the new ADU
  
- 3. Identify proposed domestic water supply – well or community water system**
  - Submit a copy of a current well log or flow test to confirm the gallons/minute
  - Submit a Will Serve letter from the City or community water system confirming community water can serve the new ADU
  
- 4. Identify the property's access to the nearest road – how many other dwellings are using this same driveway for access?**
  
- 5. Submit the following Documentation with an ADU Permit Application and Fee:**
  - A. An accurate Site Plan that includes the additional information for the ADU:**
    - Accurate distances between new ADU and all property lines, septic tank and initial and replacement areas
    - # of parking spaces for property – must have at least 3
    - Location of entrances for both the Primary Dwelling and new ADU
    - Length of driveway
    - In R-10 Zones only** – Lot/parcel coverage - The area covered by primary and accessory buildings cannot exceed 30% of the property's total area.

- B. Submit documentation that the new ADU's roofing and siding materials and colors are the same as these features of the Primary Dwelling**
  
- C. Signed Land Use Compatibility Statement (Attached) from the affected City confirming the proposed ADU complies with their ADU requirements.**

**Cities' Size Limits and Owner Occupancy Requirements for ADUs**

<b>City</b>	<b>Size Limit</b>	<b>Owner Occupancy required for either residence</b>
City of Columbia City	50% of primary dwelling's living area or 750 square feet whichever is less	Yes
Clatskanie	700 square foot limit to all accessory structures	No
Rainier	Maximum gross habitable floor area is 800 square feet	Yes for one of the residences, at least 6 months per year
Scappoose	50% of the primary residence's gross habitable floor area or 800 square feet, whichever is less	No
Saint Helens	75% of the living area of the primary dwelling or 1,200 square feet, whichever is less	No
Vernonia	33% of living area of primary residence or 880 square feet, whichever is less	Yes

**LAND USE COMPATIBILITY STATEMENT FROM AFFECTED CITY**

**Pursuant to ORS 197.312(5)(a), I \_\_\_\_\_ the City Planner for the City of \_\_\_\_\_ have reviewed the Site Plan and Architectural Plans submitted for a new Accessory Dwelling Unit (ADU) intended to be established in the unincorporated area of Columbia County and associated with the existing dwelling addressed at \_\_\_\_\_ That is associated with Tax Map ID Number \_\_\_\_\_**

**My signature below verifies that this new ADU complies with the City's applicable Size Limitation, Owner Occupancy Requirements, Location of Entrance, and Exterior Design and Appearance requirements for ADUs within the City's Urban Growth Boundary.**

\_\_\_\_\_  
**City Planner Signature**

\_\_\_\_\_  
**Date**

## **COUNTY AND CITY CONTACTS FOR ADUs**

### **Columbia County Land Development Services**

#### **Land Use Planners**

**Matt Laird** – 503-397-7217 [matt.laird@co.columbia.or.us](mailto:matt.laird@co.columbia.or.us)

**Deb Jacob**, 503-97-7260 [deborah.jacob@co.columbia.or.us](mailto:deborah.jacob@co.columbia.or.us)

**Hayden Richardson**, 503-397-7216 [hayden.richardson@co.columbia.or.us](mailto:hayden.richardson@co.columbia.or.us)

**Ginger Davidson**, 503-397-7221 [ginger.davidson@co.columbia.or.us](mailto:ginger.davidson@co.columbia.or.us)

#### **County Building Official**

**Suzie Dahl** 503-397-7342 [Suzie.Dahl@co.columbia.or.us](mailto:Suzie.Dahl@co.columbia.or.us)

### **Columbia County Public Health**

#### **Onsite Sewage Disposal**

**Erin O’Connell** – 503-397-7222 [Erin.OConnell@co.columbia.or.us](mailto:Erin.OConnell@co.columbia.or.us)

### **Columbia County Public Works Department**

**Lonny Welter** 503-366-3963 [Lonny.welter@co.columbia.or.us](mailto:Lonny.welter@co.columbia.or.us)

### **State of Oregon Department of Transportation (ODOT) – Highway Region 2 District 1 – 503-325-7222**

#### **McNulty Water PUD**

503-397-1304

#### **Warren Water Association**

503-397-3280

### **Incorporated Cities of Columbia County with Urban Growth Boundaries**

**City of Clatskanie** – 503-728-2622

**City of Columbia City** 503-397-4010

**City of Rainier** – 503-556-7301

**City of Saint Helens** – 503-397-6272

**City of Scappoose** – 503-543-7184

**City of Vernonia** – 503-429-5291

### **Fire Districts**

**Clatskanie Rural Fire District** – Steve Scharek\_503-728-2025

**Joint Scappoose/Columbia River Fire & Rescue** – Jeff Pricher\_503-543-5026

**Vernonia Rural Fire District** – Dean Smith 503-429-8252.