



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

Residential Accessory Structure Compatibility Worksheet

For proposed detached structures 750 sq. ft. or larger and/or with walls taller than 11 feet.

This handout addresses land use planning issues. Building permits are required for any residential accessory structure larger than 200 square feet.

Property Owner (print): _____

Property Address: _____

Assessor's Parcel Map No: _____ Tax Lot(s): _____

Zoning District: _____

Intended Use of the Structure: _____

The Albany Development Code (ADC) allows attached additions to a residence without limiting size or wall height outright; subject to meeting the applicable development standards (see Table 3.190-1).

A detached accessory structure also is allowed outright if it can meet the applicable development standards (see Table 3.230-1) and the total square footage of the proposed structure is less than 750 square feet and the wall height does not exceed 11 feet. If the size would be larger or the walls taller, the structure may be allowed without a land use review, if it meets all of the established compatibility thresholds listed below. [ADC 3.080(9)]

Other considerations related to an accessory structure include the location of existing easements, septic tanks, drain fields, wells; access (existing and proposed); and whether trees would be removed (number and diameter of the trunks). You must include information about these items on a site plan drawing submitted with this worksheet.

Don't Forget! To support the information below, attach a scaled drawing of your property showing and labeling the location of all existing and proposed buildings and a scale drawing of each elevation of the proposed building. Include distances (in feet) between all structures and property lines.

Fill in the explanation area after each question below. If you answer "no" to Questions 1, 2, or 3, or "yes" to Questions 4 or 5, the structure will not be considered compatible. Question 6 calls your attention to special construction standards that will apply in all cases if the property is located in a Special Purpose District, such as the 100-year floodplain. In addition to answering the questions, you must attach a site plan of the property and elevation drawings of the proposed building to the worksheet.

If the structure cannot meet all of the compatibility standards, you may either alter the building to meet them or submit a Site Plan Review Accessory Building application to the Planning Division. This plan review typically takes six to eight weeks to process and requires additional paperwork and a non-refundable review fee. A notice of filing will be sent to property owners within 100 feet of your property giving them an opportunity to comment on the project. Filing an application does not guarantee approval.

Question 1: Will the roof and siding materials and colors on the proposed building be similar to those on the primary residential structure on the site? Yes ___ No ___

- Fill out (a) and (b) to demonstrate this standard would be met:

The building materials and colors of the proposed accessory building will be:

Materials: Siding: _____ Roof: _____

Colors: Siding: _____ Roof: _____

The building materials and colors of the primary residential structure on the property are (or will be as part of this project):



Materials: Siding: _____ Roof: _____

Colors: Siding: _____ Roof: _____

Question 2: If the proposed accessory building were built, would the percentage of lot coverage be similar to or less than the percentage allowed in the applicable zoning district? (See Table 3.190-1)
Yes ___ No ___ (you may not exceed the lot coverage threshold by Site Plan Review.)

• **Fill out a. through d. to demonstrate this standard would be met:**

a. The maximum lot coverage allowed in the _____ zoning district is _____ percent.

Total land area of the property is _____ sq. ft.

The foundation (footprint) size of each building on the property is:

Primary residence: _____ sq. ft.

Proposed building: _____ sq. ft.

Other structures: _____ sq. ft., _____ sq. ft., _____ sq. ft.

Total foundation area of all structures on the property: _____ sq. ft.

Percentage of building coverage on this lot after construction of the proposed accessory building would be _____ percent.
(To calculate this percentage, divide the total foundation area of all structures (c) by the total land area of the property (b). This number cannot be larger than (a).)

Question 3: Will the proposed accessory building meet the minimum setback requirements for the primary residential structure? (see Table 3.190-1) Yes ___ No ___

• **Fill out a. and b. to demonstrate this standard would be met:**

a. The minimum setbacks from property lines for the primary structure in this zone are:

Front: _____ ft. Sides and rear, single-story: _____ ft., **or** two-story: _____ ft.

The setbacks from the property lines for the proposed accessory building are:

Front: _____ ft. Sides and rear, single-story: _____ ft., **or** two-story _____ ft.

Question 4: Will the proposed building be taller than the tallest building on adjacent property?

Yes ___ No ___ (Height in this case is measured to the highest point on the structure. "Adjacent" means any property bordering the property on which the accessory structure would be built or across an adjacent street.)

• **Fill out a. through c. and attach a drawing showing the location of the tallest building on adjacent property in relation to your property.**

a. The total height of the proposed accessory building is _____ feet.

b. The wall height of the proposed accessory building is _____ feet.

c. The height of the tallest building on adjacent property is _____ feet, and it is located at (address) _____ .

Question 5: Will the area of the proposed building's foundation be larger than the area of the foundation of the largest building on adjacent property? Yes ___ No ___

• **Fill out a. and b. to demonstrate this standard would be met:**

a. The area of the proposed accessory building's foundation is _____ sq. ft.

The area of the foundation of the largest building on adjacent property is _____ sq. ft.

(include attached garages). The address of this building is _____ ;

currently occupied by Mr./Ms. _____ , phone _____

Question 6: Is this property located in any of the following Special Purpose Districts listed in Articles 6 and 7 of the Development Code? Yes ____ No ____ (The text of the Albany Development Code is on the City’s website: www.cityofalbany.net/cd/development-code)

Check the district(s) that apply to this property.

- Airport Approach District (Near the Albany Municipal Airport located east of the I-5 freeway)
- Floodplain District (Property is located within a 100-year floodplain)
- Hillside Development District (Property has slopes greater than 12 percent)
- Historic District (Monteith, Hackleman, or Downtown districts)
- Willamette Greenway (Property is located near the Willamette River)

If the property is in one of the special districts, have you researched the construction regulations of the special district and determined that the proposed building can meet the standards of the district(s)? Yes ___ No ___
(Regardless of approval to allow an oversized accessory structure, you must be able to construct the proposed building in accordance with the regulations of the applicable special district.)

Property Owner’s Signature **Date**

Print Property Owner's Name **Daytime Phone**

E-mail address

TABLE 3.190-1

RESIDENTIAL DISTRICT DEVELOPMENT STANDARDS							
STANDARD	RR	RS-10	RS-6.5	HM	RS-5	RM	RMA
Minimum Property Size or Land Requirements by Unit Type (1)(18)							
Single-family detached and Duplex (1)	5 acres (15)	10,000 sf	6,500 sf	5,000 sf	5,000 sf	3,500 sf	Single-family detached: N/A Duplex: 3,500 sf
Townhouse(1)(16)(19)	1,500 sf	1,500 sf	1,500 sf	1,500 sf	1,500 sf	1,500 sf	1,500 sf
Two primary detached units on one property (1)	N/A	N/A	N/A	7,000 sf	N/A	3,500 sf	3,500 sf
Triplex (16)	5 acres	10,000 sf	6,500 sf	5,000 sf	5,000 sf	5,000 sf	5,000 sf
Fourplex (16)	5 acres	10,000 sf	7,000 sf	7,000 sf	7,000 sf	7,000 sf	7,000 sf (17)
Cottage Cluster (16)	5 acres	10,000 sf	7,000 sf	7,000 sf	7,000 sf	7,000 sf	7,000 sf
Multi-family, Studio and 1-bedroom units	N/A	N/A	N/A	N/A	N/A	2,000 sf/unit	1,500 sf/unit
2-and 3-bedroom units	N/A	N/A	N/A	N/A	N/A	2,400 sf/unit	1,800 sf/unit
4+ bedroom units	N/A	N/A	N/A	N/A	N/A	3,000 sf/unit	2,200 sf/unit
Minimum Lot Widths: Townhouse All other uses	20 ft N/A	20 ft 65 ft	20 ft 50 ft	20 ft 35 ft	20 ft 40 ft	20 ft 30 ft	None None
Minimum Lot Depth (18)	N/A	100 ft	80 ft	65 ft	70 ft	60 ft	None
Setbacks (4)(18):							
Minimum Front (4)	20 ft	20 ft	15 ft	15 ft	15 ft	15 ft	12 ft
Maximum Front Setback	None	None	None	None	None	(14)	(14)
Minimum Interior: single-story (4)	5 ft	5 ft	5 ft	5 ft	5 ft	10 ft (5)	10 ft (5)
Minimum Interior: two or more stories (4)	8 ft	8 ft	8 ft	6 ft	6 ft	10 ft (5)(6)	10 ft (5)(6)
Minimum Building Separation	(12)	(12)	(12)	(12)	(12)	(12)	(12)
Min. Garage or carport vehicle entrance (10)	20 ft	20 ft	20 ft (7)	20 ft (7)	20 ft (7)	20 ft (7)	20 ft (7)
Maximum Height (8)	30 ft	30 ft	30 ft	30 ft	30 ft	45 ft	60 ft (15)

RESIDENTIAL DISTRICT DEVELOPMENT STANDARDS							
Maximum Lot Coverage (9)(18)	20% (11)	50%	60%	60%	60%	70%	70%
Minimum Open Space	N/A	N/A	N/A	N/A	N/A	(13)	(13)
Min. Landscaped Area (18)	None	(2)	(2)	(2)	(2)	(3)	(3)

N/A means not applicable.

- (1) Section 3.220 bonus provisions may reduce minimum lot size and area, such as alley access.
- (2) All yards adjacent to streets.
- (3) All yards adjacent to streets plus required open space.
- (4) Additional setbacks may be required, see Sections 3.230-3.330 and the buffer matrix at 9.210; exceptions to Setbacks for Accessibility Retrofits are in Section 3.263; Zero-Lot Line standards are in Sections 2.365 and 2.370; Setbacks for cottage clusters are in Section 3.192.
- (5) Except for single-family homes or middle housing, which must have a minimum setback of 3 feet for one-story dwellings and 5 feet for two-story dwellings.
- (6) More than 3 stories = 10 feet plus 3 feet for each story over 3 per unit requirements. Multiple-family developments must also meet the setbacks in Section 8.270(3).
- (7) Garage front setback for non-vehicle-entrance = 15 feet, except in RR and RS-10 zoning districts where the setback shall be 20 feet.
- (8) See exceptions to height restrictions, Section 3.340; Maximum height for cottage clusters is in Section 3.192.
- (9) Lot coverage for single-family detached and middle housing development shall only include the area of the lot covered by buildings or structures; Lot coverage for townhouses is calculated based on the overall townhouses project, rather than each townhouse lot; Cottage clusters are exempt from maximum lot coverage standards.
- (10) See Table 3.230-1 for garages with alley access.
- (11) Maximum lot coverage for parcels 20,000 square feet or less is 50%. The configuration of any development on a lot 20,000 square feet in size, or less, in an RR zoning district that covers more than 20 percent of the parcel on which it is proposed, should be located such that it does not preclude a later division of the parcel.
- (12) The minimum separation between multi-family buildings on a single parcel shall be 10 feet for single-story buildings and 20 feet for two-story or taller buildings; Minimum building separation for cottage clusters is in Section 3.192.
- (13) Ten or more units require open space. See Section 8.220.
- (14) See Section 8.240 for standards.
- (15) A property line adjustment between two existing RR properties may be allowed as long as no new lots are created, and the resulting properties are at least 20,000 square feet and approval of a septic system has been obtained by Benton County.
- (16) Triplexes, fourplexes, townhouses, and cottage clusters are not permitted on lots that are nonconforming with respect to the minimum lot size applicable to that housing type within the zoning districts (see ADC 2.320).
- (17) In RMA, a fourplex with one or more studio or 1-bedroom units shall meet the minimum lot size standards for multi-family development, except in no case shall the minimum lot size required for a fourplex exceed 7,000 square feet.
- (18) If a duplex, triplex, fourplex, or cottage cluster has been divided by a middle housing land division, the development standards that are applicable to the lot shall apply to the middle housing parent lot, not to the middle housing child lots.
- (19) The minimum property size for townhouses specified in Table 3.190-1 is the minimum allowable size for an individual townhouse lot; the number of units permitted on a given site (i.e., the maximum density) is established in accordance with subsection 3.191(1).

TABLE 3.230-1

ACCESSORY STRUCTURE STANDARDS	
STRUCTURE	STANDARD
All Accessory Structures	Front setback, see Table 3.190-1, by zone if not noted below
Detached Structure walls less than or equal to 8 feet tall (2)	Interior setback = 3 feet (1)
Attached Structure	Interior setback = 5 feet (1)
Detached Structure walls greater than 8 feet tall (2)	Interior setback = 5 feet
Accessory Apartment Building	Front setback is equal or greater than primary residence Interior setback, one-story = 5 feet (1) Interior setback, two-story = 8 feet (1)
Garage or carport with vehicular access from an alley	Alley setback = 20 feet, less the width of the alley right-of-way, but at least 3 feet. Other interior setbacks=see Table 3.190-1
Structures, including fences, intended for housing animals	Interior setback = 10 feet
Fences greater than 6 feet tall	See Table 3.190-1, by zone; building permit required.
Outdoor swimming pools with depths greater than or equal to 24 inches	Interior setback = 10 feet
Decks less than or equal to 30 inches from grade, with no rails or covers	No setback from property lines
Decks greater than 30 inches from grade	Interior setback = 5 feet

(1) Zero-lot line provisions are in Sections 3.265 and 3.270.

(2) The slab or foundation of accessory structures is not included in the wall height unless it is greater than 24-inches from the ground.