



A Sample Adjustment Application Packet

Please Note:

This information is provided as an example of what an adjustment application looks like. Because every site, neighborhood and project is unique, your packet information will not be identical to this sample. For example, each application should address the relevant purpose statement for the standard being adjusted under criterion A. Also, sites with environmental, scenic, or historic resources will require more information. Sites in a nonresidential zone should address the desired character of the area (overall purpose statement for zoning designations and applicable goals and policies of adopted plans).



Land Use Review Application

File Number: _____

FOR INTAKE, STAFF USE ONLY

Date Rec _____ by _____

Type I Type II Type Ix Type III Type IV

LU Reviews _____

[Y] [N] Unincorporated MC

[Y] [N] Flood Hazard Area (LD & PD only)

[Y] [N] Potential Landslide Hazard Area (LD & PD only)

Qtr Sec Map(s) _____ Zoning _____

Plan District _____

Neighborhood _____

District Coalition _____

Business Assoc _____

Related File # _____

APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.

Development Site

Address or Location 1234 SE Neighborhood Street

Cross Street SE 12th and Neighborhood Sq. ft./Acreage 5017 Sq. Ft.

Site tax account number(s)

R 123456 R _____ R _____

R _____ R _____ R _____

Adjacent property (in same ownership) tax account number(s)

R None R _____ R _____

Describe project

Addition of an attached single car garage, new entry, and additional living area to rear of the house. Garage to be located 3 feet from the west property line with eaves at 2 feet. Need Adjustment to Table 110-3 and 33.110.220 to allow the reduced building setback (from 5 feet to 3 feet for the wall and 2 feet for eaves).

Identify requested land use reviews

Adjustment Review (AD)

• **Design Review** - For new development, provide project valuation. \$ _____
For renovation, provide exterior alteration value.

• **Land Divisions** - Identify number of lots (include lots for existing development). _____
New street (public or private)? yes no

continued / over ₁

Land Use Review Application

Applicant Information

Identify the applicant, contact person, property owner, and contract purchaser below. Please include any person that has an interest in your property or anyone that you want to be notified. **The applicant must read the Responsibility Statement below and provide their printed name, contact information, today's date and signature at the bottom of this form.**

Check all that apply Applicant Owner Other _____

Name Good Designer - Good Design Office

Street Address 0000 N. Interstate Ave.

City Portland State OR Zip Code 97217

Day Phone 503-493-0000 FAX _____ email _____

Check all that apply Applicant Owner Other _____

Name Good Neighbors

Street Address 1234 SE Neighborhood St.

City Portland State OR Zip Code 97202

Day Phone 503-233-0000 FAX _____ email _____

Check all that apply Applicant Owner Other _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Check all that apply Applicant Owner Other _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Responsibility Statement As the applicant submitting this application for a land use review, I am responsible for the accuracy of the information submitted. The information being submitted includes a description of the site conditions. I am also responsible for gaining the permission of the owner(s) of the property listed above in order to apply for this review and for reviewing the responsibility statement with them. If the proposal is approved, the decision and any conditions of the approval must be recorded in the County Deed Records for the property. The City of Portland is not liable if any of these actions are taken without the consent of the owner(s) of the property. In order to process this review, City staff may visit the site, photograph the property, or otherwise document the site as part of the review. I understand that the completeness of this application is determined by the Director. By my signature, I indicate my understanding and agreement to the Responsibility Statement.

Print name of person submitting this application Good Designer

Signature *Good Designer*

Phone number 503-493-0000 Date 07/01/04

July 1, 2004

Applicant: Good Neighbors
1234 SE Neighborhood Street
Portland, OR 97202

Application for Adjustment to Setback Standard (33.110.220 and Table 110-3)

Proposal

We propose to construct an addition to our home that is located in the R2.5 zone. The addition will include a one-car garage located on the west side of our house, an entry area between the garage and the existing house, and additional living area to the rear of the house. The west-side garage wall will be located 3 feet from the west property line, with the eaves extending to 2 feet from the property line. Because the proposed garage will be attached to the house, the structure is subject to the 5-foot side building setback requirement found in Table 110-3. We are requesting an adjustment to the 5-foot standard to allow the building wall at 3 feet and the eaves at 2 feet from the west property line. Other components of the project comply with the relevant development standards.

We have talked with our adjacent neighbors and those directly across the street, as well as presented our ideas at a recent neighborhood association meeting. Enclosed with our application is a letter of support from our neighbors.

Approval Criteria

A. *Granting the adjustment will equally or better meet the purpose of the regulation to be modified; and*

The regulation to be modified is the 5-foot side setback for buildings located in the R2.5 zone (Table 110-3). The purposes of the regulation to be modified as stated in Section 33.110.220 of the Zoning Code are:

- They maintain light, air, separation for fire protection, and access for fire fighting;
- They reflect the general building scale and placement of houses in the city's neighborhoods;
- They promote a reasonable physical relationship between residences;
- They promote options for privacy for neighboring properties;
- They require larger front setbacks than side and rear setbacks to promote open, visually pleasing front yards;
- They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity; and
- They provide room for a car to park in front of a garage door without overhanging the street or sidewalk, and they enhance driver visibility when backing onto the street.

The requested adjustment is consistent with the stated purposes of the regulation because:

1. The garage addition is small in scale at 12 feet 9 inches wide and 25 feet deep, and it is attached to the northwest corner of the residence. The one story west side wall is located 3 feet from the west property line. Even with the reduced setback, the closest portion of the proposed one-story addition will be 9 feet and 11 feet, respectively, from the existing buildings (garages) on the two adjacent properties to the west, and substantially further from the houses on those properties. This spacing, in combination with the addition's limited height, ensures that there will be adequate light, air, separation for fire protection, and access for fire fighting.
2. The addition is proposed to be at the side of the house as a single car garage and is set back 37 feet and 9 inches from the street front property line. The proposed location reflects the general building scale and placement of structures in the neighborhood.
3. As stated above, location of the addition retains a reasonable physical relationship between the two residences.
4. The proposed addition has no windows on the side facing the west property line. The design promotes options for privacy for the neighboring property

B. If in a residential zone, the proposal will not significantly detract from the livability or the appearance of the residential area, or if in an OS, C, E or I zone, the proposal will be consistent with the classifications of the adjacent streets and the desired character of the area; and

The site is located in the R2.5 residential zone. As stated above, the proposed addition is 37 feet 9 inches from the street and it will add 12 feet 9 inches onto the width of the existing residence. There is a fence that runs along the west property line that will block most of the view from the west-side neighboring residence. Due to its limited size its distance from the street, the proposed garage addition will not significantly detract from the livability or appearance of the residential area. Therefore, this criterion is met.

C. If more than one adjustment is being requested, the cumulative effect of the adjustments results in a project which is still consistent with the overall purpose of the zone; and

Only one adjustment is requested, so this criterion is not applicable.

D. City-designated scenic resources and historic resources are preserved; and

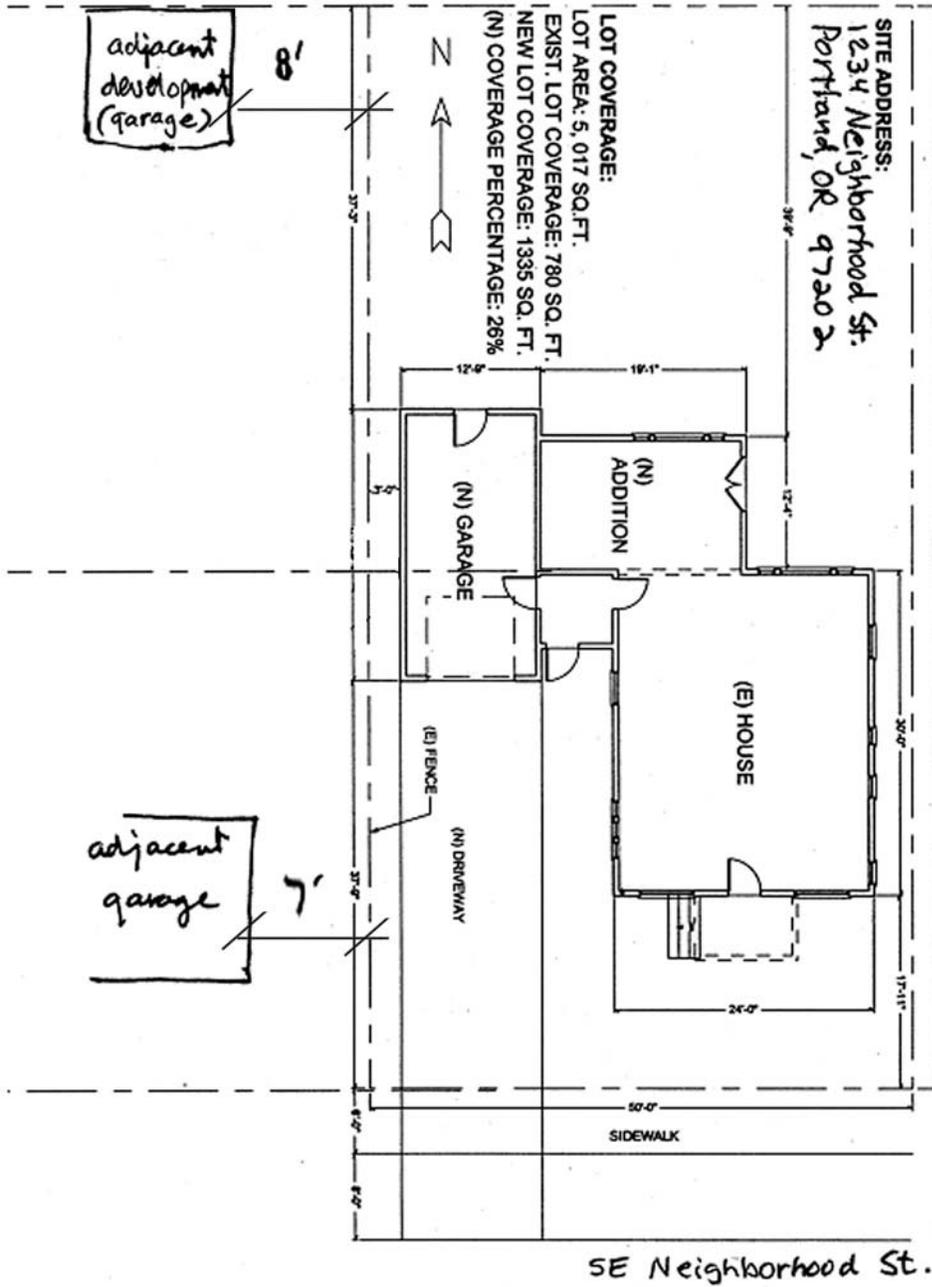
There are no city-designated scenic or historic resources on or near this site, so this criterion is not applicable.

E. Any impacts resulting from the adjustment are mitigated to the extent practical; and

The proposed garage addition has no windows on the west façade and there is no structure directly adjacent to the proposed addition on the property to the west. Therefore, impacts have been mitigated to the extent practical and this criterion is met.

F. If in an environmental zone, the proposal has as few significant detrimental environmental impacts on the resource and resource values as is practicable;

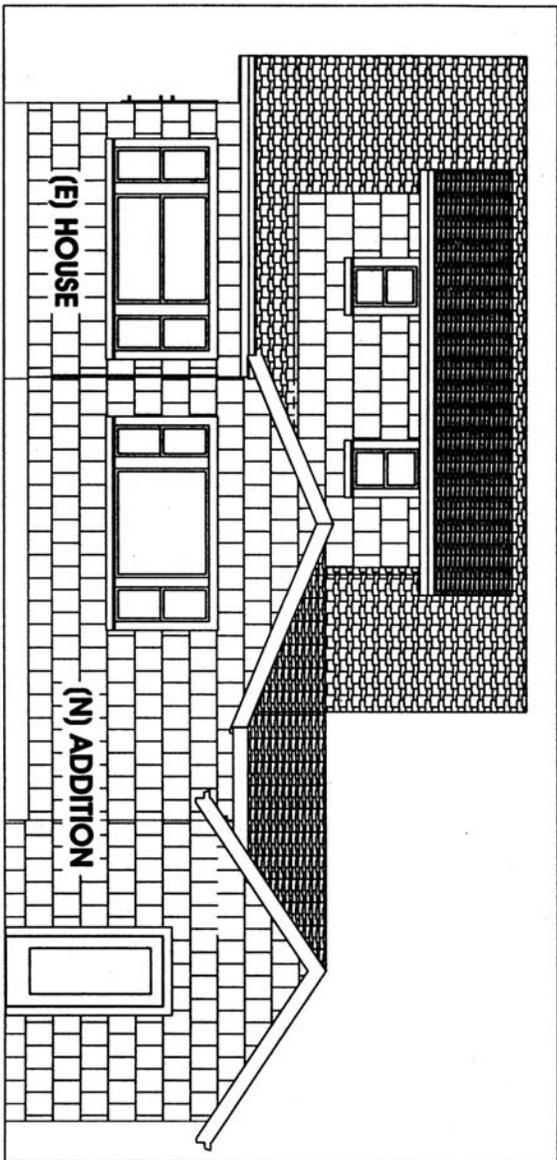
There are no environmental overlay zones on the site, so this criterion is not applicable.



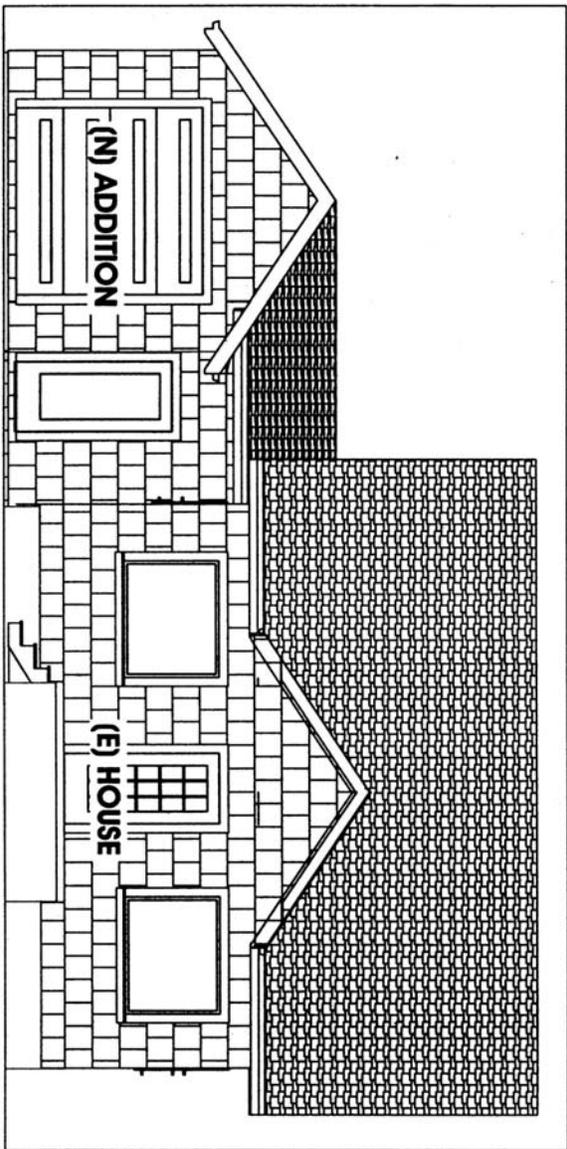
SITE PLAN
SCALE: 1/16" = 1'0"

<p>PAGE # 1</p>	<p>PAGE TITLE SITE PLAN</p>	<p>DATE: 12-15-03 REVISED: JOB#: 03108 DESIGNER: <i>Good Designer</i></p>	<p><i>Good Design Office</i> DESIGN RESTORE REMODEL N INTERSTATE AVE 503-493-0000 CCB# 0000</p>	<p>CLIENT: GOOD NEIGHBORS 1234 Neighborhood STREET PORTLAND, OR 97202</p>
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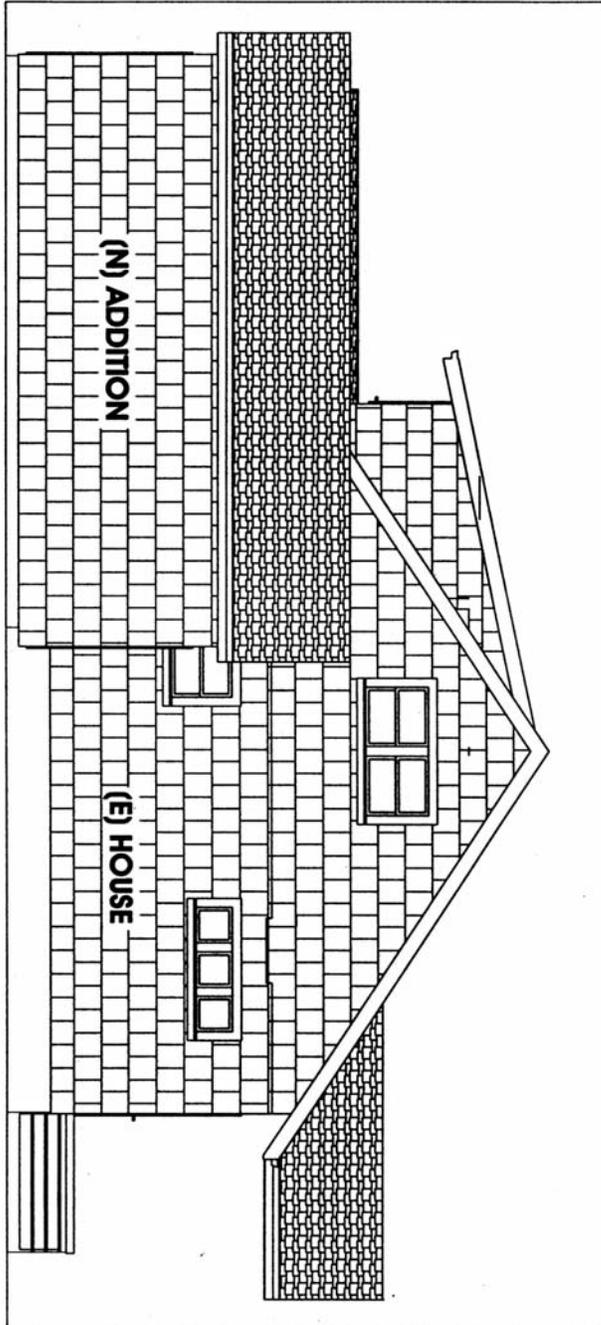
NORTH ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

PAGE #	PAGE TITLE	
2	NORTH & SOUTH ELEVATION	

LU04-000000AD



WEST ELEVATION

SCALE: 1/8" = 1'-0"

PAGE #	PAGE TITLE
3	WEST ELEVATION