

## WHO TO CALL

General questions about design and if you can do an ADU on your property? **Planning**

Building permits and construction details on interior of the building? **Building & Safety**

Questions about sewer or utility hookups, including fees (e.g. System Development Charges [SDC])? **Public Works Engineering**

To confirm Medford Water Commission SDC call 541-774-2430 or visit [medfordwater.org](http://medfordwater.org)

For an estimate of SDC charges, call the City's Public Works Engineering department.

## Phone Numbers

Planning Department: 541-774-2380  
Building & Safety Department: 541-774-2350  
Public Works-Engineering: 547-774-2100

## Email

[planning@cityofmedford.org](mailto:planning@cityofmedford.org)  
[building@cityofmedford.org](mailto:building@cityofmedford.org)  
[pworkseng@cityofmedford.org](mailto:pworkseng@cityofmedford.org)

## PERMIT-READY ADU PLANS

Permit-ready plans are available for use in the city of Medford. Permit-ready plans remove barriers and cost to construction and increase efficiency in development review.

A preview of the plans are available on the City website. Use of these plans requires that participants agree not to use the ADU as short-term housing (AirBnB, VRBO, etc).

## SDC REDUCTION PROGRAM

City-assessed SDC charges will be reduced by 50% for new ADU building permits during the period of December 1, 2020, through June 30, 2024. This includes fees for Transportation, Sanitary Sewer Collection, Stormwater, and Parks; it does not include Sanitary Sewer Treatment.

There's more! After the SDC fees are reduced by 50%, the City's Housing Opportunity Fund will pick up the remaining 50%, including the Sanitary Sewer Treatment fee.

### How Do I Qualify?

To qualify for ADU SDC fee reduction, the property owner must agree to:

- Not use the ADU as a short-term rental (renting to overnight guests for fewer than 30 consecutive days) for a period of 10 years from the City's acceptance of the application;
- Execute a Restrictive Covenant, record it with Jackson County at your expense, and file it with the City prior to issuance of permit; and
- Report rents annually to the City and certify that the ADU was not used as a short-term rental.

For more, visit the City's webpage:

[www.medfordoregon.gov/Government/Departments/Planning/ADU-SDC\\_Reduction](http://www.medfordoregon.gov/Government/Departments/Planning/ADU-SDC_Reduction)

CITY OF MEDFORD

PLANNING



# ACCESSORY DWELLING UNIT (ADU)

## A GUIDE TO MEDFORD'S ADU STANDARDS, PERMITS & FEES



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## ADU DEVELOPMENT STANDARDS

The Medford Land Development Code (MLDC) defines ADUs as a “...detached or attached dwelling unit that is additional and auxiliary to a single-family dwelling, and is on the same tax lot.” Common names for ADUs include in-law suite, accessory apartment or second unit.

For a full list of the standards, see Medford Municipal Code, Chapter 10 (referred to as MLDC), [Section 10.821](#).

### General Standards

Off-street parking is not required if the existing home has two off-street parking spaces.

ADUs can be accessory to detached single-family homes, townhouses, manufactured homes and duplex dwellings on their own lot.

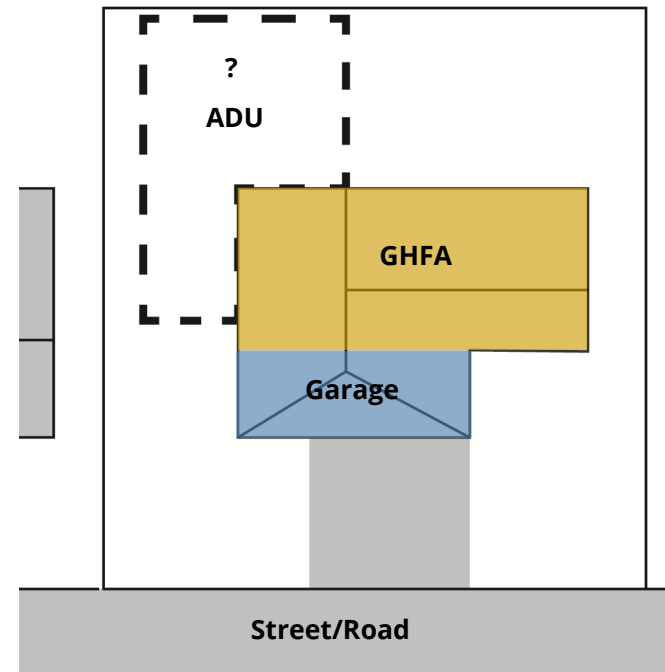
Conditions, Covenants and Restrictions (CC&Rs) or similar documents cannot restrict ADU construction.

All setbacks and standards required by a lot’s zoning district are required for an ADU; lot coverage may be increased by 10% for an ADU.

### Zoning

The Planning Department is available 8:00 am to 5:00 pm to assist in determining a lot’s zoning requirements.

Department Phone: 541-774-2380  
 Department email: [planning@cityofmedford.org](mailto:planning@cityofmedford.org)



### ADU SIZE

An accessory dwelling unit can be 75% of the primary dwelling’s Gross Habitable Floor Area (GHFA); GHFA is determined by adding together a primary dwelling’s total floor area devoted to living, excluding unfinished areas and garages.

Also, detached ADUs cannot be larger than 900 sq. ft.; attached ADUs converted from existing space in the primary home cannot be larger than 50% of the primary dwelling.

### Figuring out GHFA?

Square footage of home:	1,800 sq. ft.
Garage square footage excluded	400 sq. ft.
<b>Gross Habitable Floor Area: (GHFA)</b>	<b>1,200 sq. ft.</b>

### Figuring out ADU size?

<b>GHFA:</b>	1,200 sq. ft.
ADU permitted 75%	0.75 (75%)
<b>ADU Permitted Size:</b>	<b>900 sq. ft.</b>